



London Breed  
Mayor

Carol Isen  
Human Resources Director

Date: October 1, 2021

To: The Honorable Civil Service Commission

Through: Carol Isen  
Human Resources Director

From: Brett Conner, CHF  
Joan Lubamersky, ADM  
Arlene Lee, DPH  
Alexander Burns, DPW  
Sean McFadden, REC  
Cynthia Avakian, AIR  
Esperanza Zapien/Johanna Gendelman, DSS

Subject: **Personal Services Contracts Approval Request**

This report contains nine (9) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 21/22 to date:

Total of this Report	YTD Expedited Approvals FY2021-2022	Total for FY2021-2022
\$149,300,000	\$96,752,870	\$904,531,963

Brett Conner  
Children, Youth & Their Families  
1390 Market St., Ste. 900  
San Francisco, CA 94102  
(628) 652-7109

Joan Lubamersky  
City Administration  
1 Dr. Carlton B. Goodlett Pl., Rm. 362  
San Francisco, CA 94102  
(415) 554-4859

Arlene Lee  
Public Health  
1380 Howard St.,  
San Francisco, CA 94103  
(415) 255-3492

Alexander Burns  
Public Works  
49 South Van Ness Ave., Ste. 1600  
San Francisco, CA 94103  
(415) 554-6411

Sean McFadden  
Recreation and Park Commission  
McLaren Lodge 501 Stanyan St.,  
San Francisco, CA 94117  
(415) 831-2779

Cynthia Avakian  
Airport Commission  
Contracts Administration Unit  
P.O. Box 8097  
San Francisco, CA 94128  
(650) 821-2014

Esperanza Zapien/Johanna Gendelman  
Human Services  
1650 Mission Street, Ste. 500  
San Francisco, CA 94103  
EZ: (415) 557-5657  
JG: (415) 557-5507

Table of Contents  
PSC Submissions

<b>Regular PSCs</b>	<b>Department</b>	<b>Page</b>
45933 – 20/21	Children, Youth & Their Families	1
46752 – 21/22	City Administrator	24
41819 – 20/21	Public Health	41
44953 – 21/22	Public Health	54
48014 – 21/22	Public Works	66
46491 – 21/22	Recreation and Park Commission	74
<b>Modification PSCs</b>		
41706 – 16/17	Airport Commission	83
34437 – 20/21	Human Services	93
49137 – 14/15	Public Health	104

# POSTING FOR

October 18, 2021

## PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
45933 - 20/21	CHILDREN, YOUTH & THEIR FAMILIES	\$10,000,000.00	The contractor(s) selected through this PSC will provide one or more of the following healthy food services to young people in the City and County of San Francisco: school year snacks, school year suppers, summer lunches and/or snacks and breakfast. These nutrition programs will be provided through two United States Department of Agriculture programs: The Summer Food Service Program and The Child and Adult Food Care Program, At-Risk. The school year period runs August-May, and summer runs June-August. All meals will be prepared and distributed by the contractor(s) to numerous sites throughout the City. The department currently estimates that more than a half million meals and snacks will be provided annually.	July 1, 2021	June 30, 2026	REGULAR
46752 - 21/22	GENERAL SERVICES AGENCY - CITY ADMIN	\$6,000,000.00	<p>Contractor Development Program ("CDP") assistance including Local Business Enterprise (LBE) Surety Bonding and Contractor Accelerated Payment Program (CAPP) services</p> <p>The Contractor shall implement the following components of the City's CDP program:</p> <ol style="list-style-type: none"> <li>1. Technical Services: assist LBE participants in obtaining the skills and knowledge needed to further develop their business acumen through the development of a strategic plan. Contractor will facilitate training and assistance in the areas of, including but not limited to Start-Up Services, Marketing, Estimating, Accounting/Financial Reporting, Labor, Project Management, and Safety.</li> <li>2. Surety Bond: assist CDP Participants in obtaining required bid, performance and payment bonds by facilitating the interactions and documentation among the enrolled CDP Participants, participating surety broker(s), Surety, and RMD during the bid and award process</li> <li>3. CAPP - *Pilot Phase: assist LBE participants with the support they need to enter the competitive bid arena, successfully win projects, cash</li> </ol>	October 1, 2021	September 30, 2024	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>flow the work, and grow their firms to a point where standalone surety capacity and lines of credit will be available</p> <p>In addition, the Contractor shall perform the following:</p> <ul style="list-style-type: none"> <li>• CDP Management &amp; Communication, Marketing &amp; Outreach, Education &amp; Training, Management of Third-Party Service Providers, Reporting, and Coordination on the Mentor Protégé Program.</li> </ul>			
41819 - 20/21	PUBLIC HEALTH	\$65,000,000.00	<p>Contractors will perform scheduled and as-needed maintenance and support services for a variety of equipment and systems in use at the Department of Public Health. As technology advances, equipment that is used in the day-to-day operation of an integrated health network are becoming increasingly more complicated and integrated with other devices and systems. Often, in addition to proprietary characteristics of the equipment Original Equipment Manufacturers (OEMs) are turning to software solutions used in conjunction with the equipment to achieve full and greater functionality. Services performed by the contractor(s) may include, but are not limited to: standard maintenance services, preventive maintenance services, applying software/firmware upgrades, system integrations, maintenance and equipment surveys, and/or wiping of protected health information from devices. Systems which need maintenance will include radiology equipment, laboratory equipment, scientific equipment, medical equipment used in direct patient care, sterilizers, general office equipment, copiers, security systems (including CCTV), perimeter security, fire alarms, electrical infrastructure, computer hardware, and/or audio/video equipment. Services may be onsite, remote or at central depot repair service facilities.</p>	April 1, 2021	December 31, 2026	REGULAR
44953 - 21/22	PUBLIC HEALTH	\$9,900,000.00	<p>Contractor(s) will provide as-needed support services which may include building, sequencing, and managing Mental Health San Francisco (MHSF) Initiative information technology projects simultaneously using standard project tools to produce requirements, track tasks, risks, and issue, and provide visibility to multiple tiers of stakeholders utilizing tools such as Microsoft Project, Project Web App (PWA), Teams. Contractor (s) will complete Software integrations between City and community partners using existing Electronic Health Record platforms and potentially other systems. Contractor(s) will also build reporting environments and presentation layer capabilities for both operational and strategic purposes (Microsoft SQL, Microsoft Power BI). Services will be provided on a</p>	September 1, 2021	June 30, 2026	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			virtual (remote) basis or in-person, depending on the specific needs of the project and the task as needed.			
48014 - 21/22	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$1,600,000.00	Provide specialized services in Specifications Writing and Hardware Design to support Public Works design staff on an as-needed basis. The Consultants will provide expert advice and services to ensure that the most up to date products are utilized in our specifications.	October 18, 2021	August 30, 2028	REGULAR
46491 - 21/22	RECREATION AND PARK COMMISSION	\$6,500,000.00	Full marina, coastal and general civil engineering design services for the San Francisco Marina remediation and improvement project. This includes all professional services necessary for the design, permitting, community engagement, and construction of marina docks, slips, breakwaters and a structural pier, a gas and kayak dock, public amenities improving access to the marina, and coordination with environmental remediation engineers. The services will include conceptual design through project delivery: conceptual design, schematic design, design development, complete construction documents for permitting, bid / award, construction administration, and closeout.	November 1, 2021	November 1, 2028	REGULAR

**TOTAL AMOUNT \$99,000,000**

# POSTING FOR

October 18, 2021

## PROPOSED PERSONAL SERVICES CONTRACTS – MODIFICATIONS

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
41706 - 16/17 - MODIFICATIONS	October 18, 2021	AIRPORT COMMISSION -- AIR	\$100,000	\$250,000	San Francisco International Airport (SFO) will be conducting a competitive solicitation to select a Contractor(s) to perform laboratory analyses at their off-site facilities. Samples will be collected by SFO City and County of San Francisco (CCSF) industrial hygienists as mandated to comply with federal, state and local regulations. Typical analyses to be performed are for asbestos, lead, and particulate samples to identify and quantify the results in reports provided to SFO. Collecting the samples will not be a part of the work conducted by the Contractor.	10/01/2021	12/31/2026	REGULAR
34437 - 20/21 - MODIFICATIONS	October 18, 2021	HUMAN SERVICES -- DSS	\$200,000	\$300,000	Contract is for a qualified racial equity training consultant for the agency's executive leadership and program directors. The contract consultant will provide racial equity coaching and	09/14/2021	06/30/2024	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					leadership development support to help HSA's leadership teams have critical conversations about racial equity within the organization and their respective programs, reflect upon and develop strategies for leading with equity, and take action.			
49137 - 14/15 - MODIFICATIONS	October 18, 2021	PUBLIC HEALTH - - DPH	\$50,000,000	\$169,748,074	Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. In addition, SFGH is scheduled to transition to a new acute care facility in December of 2015. In order for that transition to be successful, the current staff will require training on the new equipment, technology, patient flow and workflow processes. Supplemental contract nurses and ancillary personnel will be necessary to provide surge capacity in order to backfill SFGH staff while they attend training	08/01/2021	07/30/2025	REGULAR



PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					sessions and scheduled "day-in-the-life" training simulations.			

**TOTAL AMOUNT \$50,300,000**

**Regular/Continuing/Annual  
Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CHILDREN, YOUTH & THEIR FAMILIES -- CHF

Dept. Code: CHF

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Provision of Healthy Meals and Snacks

Funding Source: Children's Fund and USDA Nutrition Grants

PSC Amount: \$10,000,000

PSC Est. Start Date: 07/01/2021

PSC Est. End Date 06/30/2026

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

The contractor(s) selected through this PSC will provide one or more of the following healthy food services to young people in the City and County of San Francisco: school year snacks, school year suppers, summer lunches and/or snacks and breakfast. These nutrition programs will be provided through two United States Department of Agriculture programs: The Summer Food Service Program and The Child and Adult Food Care Program, At-Risk. The school year period runs August-May, and summer runs June-August. All meals will be prepared and distributed by the contractor(s) to numerous sites throughout the City. The department currently estimates that more than a half million meals and snacks will be provided annually.

B. Explain why this service is necessary and the consequence of denial:

The San Francisco Board of Supervisors created the Food Security Task Force in 2005. These healthy meal programs are a primary effort to meet the goal of ending hunger in the City and County of San Francisco. The meals provide necessary nutrition and food security to thousands of San Francisco children and youth each year. They also provide access to healthy food options during the times school is not in session. Without these services there would be significant negative health outcomes for our young people, and an increased burden on working families. Prior to COVID-19, 1 out of 4 San Francisco residents were food insecure. COVID-19 has since exacerbated food insecurity for San Francisco residents. In a recent Human Services Agency survey, San Francisco families with children rated food security as one of their greatest needs. In the 2021 San Francisco Food Security Task Force Recommendations, the committee recommends to "ensure continued funding for programs serving families with children."

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

The Department of Children, Youth and Their Families has overseen at least one of the meal programs contained in this request for the past decade. The Civil Service Commission approved the past services through PSC 4055 12-13, approved in January 2013 and PSC 43024 15-16, approved March 21, 2016.

D. Will the contract(s) be renewed?

No

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The department expects to utilize these services throughout the next five years, in line with its five-year funding cycle timeline.

**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

The regulatory framework provided by the San Francisco Department of Public Health and the US Department of Agriculture is sufficiently complex that these services are best provided by contractors with specialization in the preparation and delivery of food. The City and County of San Francisco does not have the proper facilities or personnel to carry out these programs at the required scale.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Ability to provide thousands of snacks and meals per day within guidelines determined by the San Francisco Department of Public Health and the US Department of Agriculture. Ability to safely transport foods and ensure specific parameters, such as temperature regulation, are maintained. Ability to analyze nutritional content of food to meet child nutrition requirements.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2604, Food Service Worker; 2606, Senior Food Service Worker; 2618, Food Service Supervisor; 2619, Senior Food Service Supervisor; 2624, Dietitian; 2650, Assistant Cook; 2654, Cook; 2656, Chef; 2846, Nutritionist; 7355, Truck Driver;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Preparation of meals is done in a commercial kitchen owned and maintained by the contractor. Food warmers and thermal bags are also required to ensure proper food safety temperature during transportation to program sites. Finally, a fleet of delivery vehicles is needed to transport food items.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
The infrastructure investment and logistics required to fulfill city, state and federal guidelines for these programs, as well as the expertise needed to prepare and monitor the nutritional value of the meals, is beyond the scope of any existing civil service class.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The expense, training, licensing and other necessary investments required for a successful program are not practical for the City to assume.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. Training will not be part of this contract.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification: On 06/08/2021, the Department notified the following employee organizations of this PSC/RFP request:  
Bldg Mtl & Constr Teamsters, L 853; Management & Superv Local 21; Prof & Tech Eng, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021**

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Brett Conner Phone: 628-652-7109 Email: brett.conner@dcyf.org

Address: 1390 Market Street, Suite 900 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45933 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/18/2021

# **Receipt of Union Notification(s)**

## Conner, Brett (CHF)

---

**From:** dhr-psccordinator@sfgov.org on behalf of brett.conner@dcyf.org  
**Sent:** Tuesday, June 8, 2021 4:14 PM  
**To:** Conner, Brett (CHF); Laxamana, Junko (BOS); sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Frigault, Noah (HRC); Meyers, Julie (HSA); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; amakayan@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Newquist, Loren (CHF); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45933 - 20/21

RECEIPT for Union Notification for PSC 45933 - 20/21 more than \$100k

The CHILDREN; YOUTH & THEIR FAMILIES -- CHF has submitted a request for a Personal Services Contract (PSC) 45933 - 20/21 for \$10,000,000 for Initial Request services for the period 07/01/2021 – 06/30/2026. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/16562> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## Conner, Brett (CHF)

---

**From:** Conner, Brett (CHF)  
**Sent:** Thursday, August 26, 2021 2:56 PM  
**To:** dhart@teamsters853.org; dharrington@teamsters853.org  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 45933 - 20/21

-----Original Message-----

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of brett.conner@dcyf.org  
Sent: Tuesday, June 8, 2021 4:14 PM  
To: Conner, Brett (CHF) <brett.conner@dcyf.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Frigault, Noah (HRC) <noah.frigault@sfgov.org>; Meyers, Julie (HSA) <Julie.Meyers@sfgov.org>; Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC) <kbasconcillo@sfgov.org>; pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) <sin.yee.poon@sfgov.org>; david.canham@seiu1021.org; jtanner940@aol.com; amakayan@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Newquist, Loren (CHF) <loren.newquist@dcyf.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
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# **Additional Attachment(s)**



Maria Su, Psy.D.  
Executive Director



London N. Breed  
Mayor

### **Attachment to PSC #45933-20/21 Provision of Healthy Meals and Snacks**

#### **Explain why this service is necessary and the consequences of denial:**

The San Francisco Board of Supervisors created the Food Security Task Force in 2005. These healthy meal programs are a primary effort to meet the goal of ending hunger in the City and County of San Francisco. The meals provide necessary nutrition and food security to thousands of San Francisco children and youth each year. They also provide access to healthy food options during the times school is not in session. Without these services there would be significant negative health outcomes for our young people, and an increased burden on working families. Prior to COVID-19, 1 out of 4 San Francisco residents were food insecure. COVID-19 has since exacerbated food insecurity for San Francisco residents. In a recent Human Services Agency survey, San Francisco families with children rated food security as one of their greatest needs. In the 2021 San Francisco Food Security Task Force Recommendations, the committee recommends to “ensure continued funding for programs serving families with children.”

#### **Reason for Request:**

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

#### **You must explain the qualifying circumstances - please include all items checked in your explanation.:**

The regulatory framework provided by the San Francisco Department of Public Health and the US Department of Agriculture is sufficiently complex that these services are best provided by contractors with specialization in the preparation and delivery of food. The City and County of San Francisco does not have the proper facilities or personnel to carry out these programs at the required scale.

#### **Is there a plan to transition this work back to the City? If so, please explain. If not, explain why not:**



Maria Su, Psy.D.  
Executive Director



London N. Breed  
Mayor

No. The expense, training, licensing and other necessary investments required for a successful program are not practical for the City to assume.



**Request for Proposals (RFP) for**

**Commercial Food Service Vendor for San Francisco**

**Summer Food Service Program and**

**Child and Adult Care Food Program**

Mayor London Breed  
Maria Su, Psy.D., Director

**Date Issued:** February 24, 2020

**Pre-proposal Conference:** February 28, 2020 at 2:00pm

**Deadline for Submission:** March 20, 2020 at 4pm

## Table of Contents

- I. Introductions (p. 3-4)
- II. RFP Timeline & Important Elements (p. 6-7)
- III. Funding Terms (p. 8)
- IV. Requirements (p. 9-10)
  - a. Summer Food Service Program - Requirements & Scope of Work (p 11-15)
  - b. Child and Adult Food Care Food Program - Requirements & Scope of Work (p. 16-20)
- V. Evaluation Criteria & Terms of RFP (p. 21-23)
- VI. Submission Instructions (p. 24-28)
- VII. Attachments
  - a. Attachment 1a and 1b - Meal Pattern Certification for SFSP and/or CACFP
  - b. Attachment 2 - Proposed 11-day menu cycle
  - c. Attachment 3 - Independent Price Determination, Lobbying, No Sanctions (Debarment and Suspension), and Drug Free Workplace Certification
  - d. Attachment 4 - General Provisions for Contracts Exceeding \$250,000 and the Clean Air/Water and Energy Policy Certification
  - e. Attachment 5 - Scoring Rubric
  - f. Attachment 6 - List of potential SFSP/CACFP feeding sites

## IV. REQUIREMENTS

DCYF seeks to contract with food vendors that share our vision and commitment to collaborate together in meeting the health, nutritional and environmental needs of San Francisco's children, youth, and families. This RFP seeks active partners in forging a responsive and dynamic food distribution system to provide the highest quality of meals and services possible. All agencies receiving funds from DCYF must be a San Francisco city-approved vendor, meet specific eligibility and contractual requirements, and operate in a spirit of community partnership.

### **VENDOR STATUS:**

All vendors submitting bids through this RFP must be a City-approved vendor and not be on the City Vendor Debarred list before receiving funds. Organizations that are not yet City-approved vendors must begin the certification process as soon as possible in order to ensure that they are able to meet this requirement if awarded a contract. All vendors who wish to start the City-approved vendor process can register online and submit necessary compliance forms via the San Francisco City Partner Website: <https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>.

More information regarding this requiring can be found below:

Office of Contract Administration Homepage: <http://www.sfgov.org/oca/>

Quick link to Vendor registration requirements: <http://sfgsa.org/index.aspx?page=4762>

### **DCYF ELIGIBILITY REQUIREMENTS:**

All applicants must meet all eligibility requirements in order to be considered for DCYF funding.

- Services must be provided only to approved DCYF identified food distribution locations.
- If awarded a contract, the organization must be certified as a city-approved vendor and compliant with the city's insurance requirements within ten (10) days after notice of intent of award or DCYF reserves the right to revoke the grant award. See Vendor Status section above for more details.

### **DCYF CONTRACTUAL REQUIREMENTS:**

The contracted vendor must comply with all requirements outlined above and in the individual meal type packet (Summer Lunches and Summer snacks; and School-Year Suppers and School-Year Snacks). In addition, DCYF has specific contract requirements that must be met:

San Francisco Contracting Requirements: The contractor must comply with City and County ordinances and contracting requirements. For more detailed information, see the Office of Contract Administration website at <http://www.sfgov.org/site/oca>. The contract requirements include general liability and auto insurances, compliance with equal benefits ordinance, and current San Francisco business tax certificate, if applicable.

Contracting: Organizations are required to complete a contract within 60 days of receipt of award letter. Granted award may be reduced after this period, or DCYF may withdraw the award.

Fiscal and Organizational Practices: All DCYF-funded organizations are mandated to comply with all scheduled formal fiscal and organizational site visits.

Sunshine: Under 12L of the San Francisco administrative code, non-profits that receive in excess of \$250,000 in city funds must comply with specific open government requirements and respond to

requests for financial and meeting information from members of the public. This is commonly called the “Sunshine Act.”

Contract Performance Goals: If the funded organization does not meet the Summer Food Service Program Requirements and/or the Child and Adult Care Food Program during contracted period, DCYF has the right to reduce contract amounts or terminate the contract.

Non-Discrimination: Organizations must comply with SF Human Rights Commission prohibitions against discrimination in fair housing and equal employment opportunity, and in awarding grants. Organizations must also comply with the Equal Benefits Ordinance for domestic partners. Additional information concerning these items can be found at <http://www.sfgov.org/cmd> .

Ineligible Reimbursements: Funds for activities occurring prior to the commencement date of the contract cannot be reimbursed.

Religious Activity: Funds may not be used for religious purposes or for the improvements of property owned by religious entities except where the contract is a secular non-profit organization with a long-term lease.

Political Activity: No funds received through this RFP shall be used to provide financial assistance for any program that involves political activities. Applicants must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code. Find details at: <http://www.sfethics.org/ethics/2011/06/-regulations-to-campaign-finance-reform-ordinance-san-francisco-campaign-and-governmental-conduct-co.html>

No Subcontracting: We expect all food and delivery services to be provided by a single provider. No subcontracting arrangement is allowed.

#### **CONTRACT AWARD:**

The Department of Children, Youth and Their Families will review all applicants to determine if they meet the minimum qualifications for service. In the event there is more than one qualified applicant, DCYF will, within its right, select a vendor with whom Department of Children, Youth and Their Families staff shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiation and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time, the Department of Children, Youth and Their Families, in its sole discretion, may terminate negotiations with the selected proposer and begin contract negotiations with another qualified proposer.

**Any proposal that does not demonstrate that the applicant meets these minimum requirements by the deadline for submission of proposals will be considered non-responsive and will not be eligible for award of the contract.**

## **SFSP - MINIMUM REQUIREMENTS FOR SUMMER LUNCHESES AND SUMMER SNACKS**

The selected applicant will have a proven record of accomplishment of providing and delivering unitized meals that meet USDA Child Nutrition Program nutritional and food safety requirements. DCYF expects all contractors to have proven high quality services and guarantee the professional and cultural competency of all their employees and consultants.

1. Vendor should have a minimum of 2 years recent experience preparing and delivering food for a USDA Child Nutrition Program (i.e. National School Lunch Program, Summer Food Service Program, Child and Adult Care Food Program, etc.).
2. Vendor must have a current state or local health certification for the facility where meals are prepared and held before delivery/consumption. **A copy of this certification must be included with the RFP proposal.** Vendor will need to maintain their state or local health certification throughout their contract and submit to DCYF when requested.
3. Vendor should have existing internal and external systems of record keeping around food procurement, menu development, food evaluations, staff communications regarding orders and routing systems, etc.
4. Vendor will commit time, facilities and quality staff to accommodate the needs of the Summer Food Service Program (summer lunches and summer snacks) with DCYF during the months of June through August beginning June 2021. Vendor should also be available for preparation and consultation meetings with DCYF both before and after the program (typically March-September).
5. Meals must conform to the cycle menus, quality standards, and food specifications approved by the CDE according to the USDA SFSP requirements stated in 7 CFR Part 225. You may find more details by visiting USDA Food Nutrition Services website at: <https://www.fns.usda.gov/part-225—summer-food-service-program>
6. Vendor must ensure that they are meeting all health and sanitation requirements including but not limited to health codes under California, City and County of SF, and their local jurisdiction. Vendor must ensure they are meeting health and sanitation requirements at all times.
7. Vendor must ensure that the meal preparation site and transportation units are periodically inspected to determine bacteria levels. Vendor will promptly submit results of the inspections to DCYF, SF Dept. of Public Health and CDE.
8. All books and records of the Vendor must be made available to DCYF, CDE or the Federal Office of Inspector General (OIG) at any reasonable time and place for a period of three years from the date of receipt of final payment under the contract or until all audit issues are resolved.
9. Vendor will have the capacity to prepare the following meals, hold them at temperatures within food safety guidelines, and deliver those meals in a timely fashion. Vendor may also proposed an



alternate of delivering meals (i.e. sites picking up snacks from a central location for those participating in snack only) as long as it follows food safety guidelines.

- a. 800-3,000 summer lunches to 50-80 sites 5 days a week for each day of the 10-11 week Summer Food Service Program.
  - b. 800-2,700 summer snacks to 40-70 sites 5 days a week for each day of the 10-11 week Summer Food Service Program
10. In addition to meeting USDA requirements, vendor will seek to use the highest quality fresh, natural, local and sustainable ingredients available within the price point. Vendor will also seek to provide products that are whole grain, low sodium, low fat, low/no added sugars, and free of trans fats within the price point. Vendor must include the procedures for formal purchase.
  11. Vendor will provide leak-proof packaging that adheres to the San Francisco Environmental Code, Chapter 16: [http://www.archive.org/stream/gov.ca.sf.environment/ca\\_sf\\_environment\\_djvu.txt](http://www.archive.org/stream/gov.ca.sf.environment/ca_sf_environment_djvu.txt)
  12. Vendor agrees to forfeit payment for meals that are not complete such as when items are missing or not unitized.
  13. Vendor agrees to forfeit payment for meals that are not ready within one hour of the agreed upon delivery time.
  14. Vendor agrees to forfeit payment for meals that are spoiled, unwholesome at the time of delivery, or do not meet the SFSP meal requirements.
  15. In case of nonperformance or noncompliance on the part of the vendor, the vendor shall pay DCYF for any excess costs the agency incurs by obtaining meals from another source. DCYF may also require vendors to pay a fee for nonperformance issues.
  16. Vendor understands that neither CDE nor USDA assumes liability for payment of any differences between the number of meals delivered by the Vendor and the number of meals served by DCYF that are eligible for reimbursement.
  17. Vendor will provide a Bid Bond in the amount of 5% of the estimated contract price. Vendor that does not include a bid bond with their proposal will be considered unresponsive and will be rejected. Bid and performance bonds can only be obtained from surety companies contained in the Treasury Circular 570.
  18. Vendor will provide DCYF and CDE with a performance bond within 10 days after being awarded the contract. The performance bond will be in the amount of 10% of total contract amount as CDE will determine. Bid and performance bonds can only be obtained from surety companies contained in the Treasury Circular 570.

## **SFSP – SCOPE OF WORK FOR SUMMER LUNCHES AND SUMMER SNACKS**

The SFSP through DCYF in San Francisco is a complex program that involves various agencies and requires intricate coordination of meal services needed at approximately 80 community sites. DCYF manages citywide community outreach and ensures that thousands of meals served each day meet both nutrition and food safety standards. DCYF must ensure that partnering agencies have the skill, capacity, experience and desire to complete the high level of communication and work required of the SFSP.

### **FOOD VENDOR CONTRACT WILL INCLUDE, BUT IS NOT LIMITED TO, THE FOLLOWING WORK:**

1. All meals furnished for DCYF's SFSP program under this contract must meet or exceed United States Department of Agriculture requirements set out in SFSP meal pattern requirements. All yields of cooked and uncooked products will conform to yields identified in the USDA Food Buying Guide. For more information, please visit USDA Food Nutrition Services at:  
<https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>
2. Meals will be prepared and packaged daily by the vendor's personnel. Each site will receive a specified number of unitized meals, which will include milk (1% or non-fat), utensils and condiments. Vendor must have the capacity to procure, prepare and deliver these meals:
  - a. 800-3,000 summer lunches to 50-80 sites 5 days a week for each day of the 10-11 week Summer Food Service Program.
  - b. 800-2,700 summer snacks to 40-70 sites 5 days a week for each day of the 10-11 week Summer Food Service Program
3. The contractor will be responsible for delivery of all meals and dairy products at the specified time. Adequate refrigeration or heating must be provided during transportation and delivery of all food to insure the wholesomeness of food at delivery in accordance with state and local health codes. Temperature of food must be maintained at 41 degrees or below (for refrigeration) and above 135 (for heated meals) during transport and for on-site holding. Competitive proposals will have equipment for sites with no reheating and/or holding equipment for 20-40 sites.
  - a. On site holding means *leaving* heating and cooling equipment such as electric cambros, ice chests (with ice) or steam tables. DPH will be using temperature as a public health control and will not accept thermal bags but will accept hard-shelled thermal containers with ice in them. Approximately 20 of the larger sites will need to have meals delivered within 30 minutes of meal service time if physical space is not available for heating or cooling equipment.
4. Meals will be delivered (or proposed alternate solution) and unloaded at the designated site daily by the vendor's personnel at each of the 50-80 summer sites. Competitive proposals will be able to delivery meals during typical non-school based summer program hours.

5. DCYF will reserve the right to add or delete feeding sites at any time, but sites will not exceed 85 during the summer. A timeline for changes will be agreed upon by the Vendor and DCYF prior to contract. Any change in transportation cost that occurs as a result of adding or deleting centers will be negotiated and noted in the modification. The contractor's invoice will show the cost as a separate item for those sites.
6. Vendor must provide exactly the number of meals ordered. Counts of meals will be made by site staff at all feeding sites before meals are accepted. Damaged, incomplete, noncompliant or non-utilized meals will not be reimbursed by DCYF.
7. DCYF are to order meals Wednesday of the week preceding the week of delivery (or different if mutually agreed upon between parties of this contract). Orders will be placed for the total number of days in the succeeding week, and will include breakdown totals for each site and each type of meal. DCYF reserves the right to increase or decrease the number of meals ordered on a 48-hour notice (or less if mutually agreed upon between the parties to this contract).
8. Vendor will provide management supervision at all times to meet state and local requirements. Vendor will maintain constant quality control inspections to check for temperature control, portion size, appearance, packaging, and quality of products.
9. Vendor will provide meals of quality standards as bid. Vendor will furnish meals for DCYF 5 days a week in accordance with the 11-day menu cycle they propose (Attachment 1a), which will adhere to USDA Meal Requirements, for the duration of the 10-11 week summer program starting June 2021. The menu cycle should include a variety of healthy, fresh and culturally diverse entrees and sides. Vendors may propose hot meals, cold meals or a combination of both; competitive proposals include two to three hot meals per week.
10. Vendor must be able to meet special meal requirements to meet ethnic or religious needs or dietary modifications for children with special physical or medical needs when accompanied by a physician's note. Vendor must be able to provide consistent vegetarian meal options at sites when requested in advance.
11. Vendor must be able to accommodate requests for regular bagged lunches for field trips. These meals will also have to meet the menu requirements and food safety guidelines under the appropriate jurisdictions. Fieldtrip lunches will need to be delivered to the site early on the morning they are needed. Competitive proposals will be able to deliver fieldtrip meals prior to the departure of their fieldtrip (typically between 7am-10am). DCYF will inform vendor well in advance of these requests. Fieldtrips meals are requested by sites everyday of summer program and accounts for upwards of 13% of all lunches served.
12. Delivery receipts must be prepared by the vendor at a minimum in three **carbon copies**: one for the vendor (to keep for CDE audits and submit in a timely matter for review alongside with monthly invoices to DCYF), and two for the feeding site personnel (one to remain on-site and one attached to daily meal counts for DCYF). Delivery receipts must be itemized to show the number of meals of each

type delivered to each site, time and temperature meals left preparation site and time and temperature when delivered to feeding site. Designees of each site will check accuracy of delivery records and adequacy of meals before signing the delivery receipt. Invoices will be accepted by DCYF only if they accurately represent the delivery receipts, signed by the feeding sites designee at the site.

13. Vendor will maintain food preparation records for three years after the program year of the ending contract. Information must include receipts, invoices, or other evidence that meals met SFSP Meal Pattern.

14. The books and records of the contractor, pertaining to this contract, will be available for a period of three years from the date the agency submits to CDE the final claim for reimbursement for meals provided under this contract, or until the final resolution of any audits for investigation and audit by representatives of CDE, representatives of the USDA, the agency and the Controller General of the United States at any reasonable time and place.

15. Vendor will have to provide sourcing data on fresh produce, meat poultry, fish, eggs, bread and dairy products, according to applicable Federal, State, and City regulations.

16. Vendor will make its preparation, production and transportation sites available for USDA, CDE, DCYF and all state and local health inspections at any time during this contract period.

17. Vendor will always promptly contact designated DCYF staff in case of an emergency when meals cannot be delivered or staff is not available at a site to sign for the food. Food will never be left unattended at a site.

18. Vendor will not subcontract with any other company for the total meal, the meal assembly or meal delivery.

19. Vendor must provide all services at a price point reasonable to the quality of their service in comparison to the current USDA/CDE reimbursement rates. DCYF will pay the Vendor for all meals prepared and delivered in accordance with CACFP contract regulations.

20. Vendor will be able to provide a Bid Bond at the time of proposal submission and a Performance Bond within 10 days of being selected as the approved vendor for this RFP. Bid and performance bonds can only be obtained from surety companies contained in the Treasury Circular 570. A Bid Bond not included in vendor's proposal at the time of submission will be rejected.

## **CACFP – MINIMUM REQUIREMENTS FOR SCHOOL YEAR SUPPERS AND SCHOOL YEAR SNACKS**

The selected applicant will have a proven record of accomplishment of providing and delivering unitized meals that meet USDA Child Nutrition Program nutritional and food safety requirements. DCYF expects all contractors to have proven high quality services and guarantee the professional and cultural competency of all their employees and consultants.

1. It is expected that the agency we contract with will have a minimum of 2 years recent experience preparing and delivering food for a USDA Child Nutrition Program (i.e. National School Lunch Program, Summer Food Service Program, Child and Adult Care Food Program, etc.).
2. Vendor must have a current state or local health certification for the facility where meals are prepared and held before delivery/consumption. **A copy of this certification must be included with the RFP proposal.** Vendor will need to maintain their state or local health certification throughout their contract and submit to DCYF when requested.
3. Vendor should have existing internal and external systems of record keeping around food procurement, menu development, food evaluations, staff communications regarding orders and routing systems, etc.
4. Vendor will commit time, facilities and quality staff to accommodating the needs of the Child and Adult Care Food Program (school-year suppers and school-year snacks) with DCYF during the months of August through June beginning August 2020. Vendor should also be available for preparation and consultation meetings with DCYF both before and after the program (typically July-June).
5. Meals must conform to the cycle menus, quality standards, and food specifications approved by the CDE according to the USDA CACFP requirements stated in 7 CFR Part 226. You may find more details by visiting USDA Food Nutrition Services website at: <https://www.fns.usda.gov/part-226%E2%80%94child-and-adult-care-food-program>
6. Vendor must ensure that they are meeting all health and sanitation requirements including but not limited to health codes under California, City and County of SF, and their local jurisdiction. Vendor must ensure they are meeting health and sanitation requirements at all times.
7. Vendor must ensure that the meal preparation site and transportation units are periodically inspected to determine bacteria levels. Vendor will promptly submit results of the inspections to DCYF, SF Dept. of Public Health and CDE.
8. All books and records of the Vendor must be made available to DCYF, CDE or the Federal Office of Inspector General (OIG) at any reasonable time and place for a period of three years from the date of receipt of final payment under the contract or until all audit issues are resolved.

9. Vendor will have the capacity to prepare the following meals, hold them at temperatures within food safety guidelines, and deliver those meals in a timely fashion. Vendor may also proposed an alternate of delivering meals (i.e. sites picking up snacks from a central location for those participating in snack only) as long as it follows food safety guidelines
  - a. 500-900 snacks to 25-45 sites 5 days a week for each day of the 41 weeks during the school year.
  - b. 1,000-1,600 suppers to 35-45 sites 5 days a week for each day of the 41 weeks during the school year.
10. In addition to meeting USDA requirements, vendor will seek to use the highest quality fresh, natural, local and sustainable ingredients available within the price point. Vendor will also seek to provide products that are whole grain, low sodium, low fat, low/no added sugars, and free of trans fats within the price point. Vendor must include the procedures for formal purchase.
11. Vendor will provide leak-proof packaging that adheres to the San Francisco Environmental Code, Chapter 16: [http://www.archive.org/stream/gov.ca.sf.environment/ca\\_sf\\_environment\\_djvu.txt](http://www.archive.org/stream/gov.ca.sf.environment/ca_sf_environment_djvu.txt)
12. Vendor agrees to forfeit payment for meals that are not complete such as when items are missing or not unitized.
13. Vendor agrees to forfeit payment for meals that are not ready within one hour of the agreed upon delivery time.
14. Vendor agrees to forfeit payment for meals that are spoiled, unwholesome at the time of delivery, or do not meet CACFP meal requirements.
15. In case of nonperformance or noncompliance on the part of the vendor, the vendor shall pay DCYF for any excess costs the agency incurs by obtaining meals from another source. DCYF may also require vendors to pay a fee for nonperformance issues.
16. Vendor understands that neither CDE nor USDA assumes liability for payment of any differences between the number of meals delivered by the Vendor and the number of meals served by DCYF that are eligible for reimbursement.
17. Vendor will provide a Bid Bond in the amount of 5% of the estimated contract price. Vendor that does not include a bid bond with their proposal will be considered unresponsive and will be rejected. Bid and performance bonds can only be obtained from surety companies contained in the Treasury Circular 570.
18. Vendor will provide DCYF and CDE with a performance bond within 10 days after being awarded the contract. The performance bond will be in the amount of 10% of total contract amount as CDE will determine. Bid and performance bonds can only be obtained from surety companies contained in the Treasury Circular 570.

## **CACFP – SCOPE OF WORK FOR SCHOOL YEAR SUPPERS AND SCHOOL YEAR SNACKS**

The CACFP through DCYF in San Francisco is a complex program that involves various agencies and requires intricate coordination of meal services needed at approximately 45 community sites. DCYF manages citywide community outreach and ensures that thousands of meals served each day meet both nutrition and food safety standards. DCYF must ensure that partnering agencies have the skill, capacity, experience and desire to complete the high level of communication and work required of the CACFP.

### **FOOD VENDOR CONTRACT WILL INCLUDE, BUT IS NOT LIMITED TO, THE FOLLOWING WORK:**

1. All meals furnished for DCYF's CACFP program under this contract must meet or exceed United States Department of Agriculture requirements set out in CACFP meal pattern requirements. All yields of cooked and uncooked products will conform to yields identified in the USDA Food Buying Guide. For more information, please visit USDA Food Nutrition Services at: <https://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>
2. Meals will be prepared and packaged daily by the vendor's personnel. Each site will receive a specified number of unitized meals, which will include milk (1% or non-fat), utensils and condiments. Vendor must have the capacity to procure, prepare and deliver these meals:
  - a. 500-900 snacks to 25-45 sites 5 days a week for each day of the 41 weeks during the school year.
  - b. 1,000-1,600 suppers to 35-45 sites 5 days a week for each day of the 41 weeks during the school year.
3. The contractor will be responsible for delivery of all meals and dairy products at the specified time. Adequate refrigeration or heating must be provided during transportation and delivery of all food to insure the wholesomeness of food at delivery in accordance with state and local health codes. Temperature of food must be maintained at 41 or below (for refrigeration) and above 135 (for heated meals) during transport and for on-site holding. Competitive proposals will have equipment for sites with no reheating and/or holding equipment for 10 sites.
  - a. On site holding means *leaving* heating and cooling equipment such as electric cambros, ice chests (with ice) or steam tables. DPH will be using temperature as a public health control and will not accept thermal bags but will accept hard-shelled thermal containers with ice in them.
4. Meals will be delivered (or proposed alternate solution) and unloaded at the designated site daily by the vendor's personnel at each of the 35-45 school year locations at times verified in advance with DCYF. Competitive proposals will be able deliver meals during typical non-school based afterschool

program hours.

5. DCYF will reserve the right to add or delete feeding sites at any time, but sites will not exceed 45 during the school-year. A timeline for changes will be agreed upon by the Vendor and DCYF prior to contract. Any change in transportation cost that occurs as a result of adding or deleting sites will be negotiated and noted in the modification. The contractor's invoice will show the cost as a separate item for those sites.
6. Vendor must provide at least the number of meals ordered. Counts of meals will be made by site staff at all feeding sites before meals are accepted. Damaged, incomplete, noncompliant or non-utilized meals will not be reimbursed by DCYF.
7. DCYF are to order meals Wednesday of the week preceding the week of delivery (or different if mutually agreed upon between parties of this contract). Orders will be placed for the total number of days in the succeeding week, and will include breakdown totals for each site and each type of meal. DCYF reserves the right to increase or decrease the number of meals ordered on a 48-hour notice (or less if mutually agreed upon between the parties to this contract).
8. Vendor will provide management supervision at all times to meet state and local requirements. Vendor will maintain constant quality control inspections to check for temperature control, portion size, appearance, packaging, and quality of products.
9. Vendor will provide meals of quality standards as bid. Vendor will furnish meals for DCYF 5 days a week in accordance with the 11-day menu cycle they propose (Attachment 1b), which will adhere to USDA Meal Requirements, for the duration of the 41 week school-year program starting August 2020. The menu cycle should include a variety of healthy, fresh and culturally diverse entrees and sides. Vendors may propose hot meals, cold meals or a combination of both; competitive proposals include two to three hot meals per week.
10. Vendor must be able to meet special meal requirements to meet ethnic or religious needs or dietary modifications for children with special physical or medical needs when accompanied by a physician's note. Vendor must be able to provide consistent vegetarian meal options at sites when requested in advance.
11. Vendor must be able to accommodate requests for regular bagged suppers for field trips. These meals will also have to meet the menu requirements and food safety guidelines under the appropriate jurisdictions. Supper field trip will need to be delivered to the site at a potentially different time but on the same day than normally requested. DCYF will inform vendor well in advance of these requests. Fieldtrip meals usually occur during special occasions such as winter/spring break.
12. Delivery receipts must be prepared by the vendor at a minimum in two **carbon copies**: one for the vendor (to keep for CDE audits and submit in a timely matter for review alongside with monthly invoices to DCYF), and one for the feeding site personnel (one to remain on-site). Delivery receipts



must be itemized to show the number of meals of each type delivered to each site, time and temperature meals left preparation site and time and temperature when delivered to feeding site. Designees of each site will check accuracy of delivery records and adequacy of meals before signing the delivery receipt. Invoices will be accepted by DCYF only if they accurately represent the delivery receipts, signed by the feeding sites designee at the site.

13. Vendor will maintain food preparation records for three years after the program year of the ending contract. Information must include receipts, invoices, or other evidence that meals met CACFP Meal Pattern.
14. The books and records of the contractor, pertaining to this contract, will be available for a period of three years from the date the agency submits to CDE the final claim for reimbursement for meals provided under this contract, or until the final resolution of any audits for investigation and audit by representatives of CDE, representatives of the U.S. Department of Agriculture, the agency and the Controller General of the United States at any reasonable time and place.
15. Vendor will have to provide sourcing data on fresh produce, meat poultry, fish, eggs, bread and dairy products, according to applicable Federal, state, and City regulations.
16. Vendor will make its preparation, production and transportation sites available for USDA, CDE, DCYF and all state and local health inspections at any time during this contract period.
17. Vendor will always promptly contact designated DCYF staff in case of an emergency when meals cannot be delivered or staff is not available at a site to sign for the food. Food will never be left unattended at a site.
18. Vendor will not subcontract with any other company for the total meal, the meal assembly or meal delivery.
19. Vendor must provide all services at a price point reasonable to the quality of their service in comparison to the current USDA/CDE reimbursement rates. DCYF will pay the Vendor for all meals prepared and delivered in accordance with CACFP contract regulations.
20. Vendor will be able to provide a Bid Bond at the time of proposal submission and a Performance Bond within 10 days of being selected as the approved vendor for this RFP. Bid and performance bonds can only be obtained from surety companies contained in the Treasury Circular 570. A Bid Bond not included in vendor's proposal at the time of submission will be rejected.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Program Administrator/Service for the Bonding and Financial Assistance Program also known

Funding Source: General Fund

PSC Duration: 3 years

PSC Amount: \$6,000,000

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

Contractor Development Program ("CDP") assistance including Local Business Enterprise (LBE) Surety Bonding and Contractor Accelerated Payment Program (CAPP) services

The Contractor shall implement the following components of the City's CDP program:

1. Technical Services: assist LBE participants in obtaining the skills and knowledge needed to further develop their business acumen through the development of a strategic plan. Contractor will facilitate training and assistance in the areas of, including but not limited to Start-Up Services, Marketing, Estimating, Accounting/Financial Reporting, Labor, Project Management, and Safety.

2. Surety Bond: assist CDP Participants in obtaining required bid, performance and payment bonds by facilitating the interactions and documentation among the enrolled CDP Participants, participating surety broker(s), Surety, and RMD during the bid and award process

3. CAPP - \*Pilot Phase: assist LBE participants with the support they need to enter the competitive bid arena, successfully win projects, cash flow the work, and grow their firms to a point where standalone surety capacity and lines of credit will be available

In addition, the Contractor shall perform the following:

- CDP Management & Communication, Marketing & Outreach, Education & Training, Management of Third-Party Service Providers, Reporting, and Coordination on the Mentor Protégé Program.

B. Explain why this service is necessary and the consequence of denial:

The services are necessary to effectively administer the CDP program and its specified program areas. The scope of work under the contract details the need for specialized expertise and/or training needed to assist LBEs with capacity building and financial assistance under Chapter 14B.16 of the San Francisco Administrative Code. Certain relationship agreements (i.e. Memoranda of Understanding) designate contractors to fulfill specific tasks and scopes of work to avoid potential conflicts of interest. Further, denial of the request for the CDP contract will hinder efforts designed to improve the effectiveness of the current CDP program and in assisting the LBE community.

- C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.  
Service were provided under PSC approved Contract number 4021-10/11. Please see attached.
- D. Will the contract(s) be renewed?  
Services will continue to be needed.
- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.  
not applicable

**2. Reason(s) for the Request**

- A. Indicate all that apply (be specific and attach any relevant supporting documents):
  - Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
  - Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
  - Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).
- B. Explain the qualifying circumstances:  
Special skills and knowledge is required. Services will provided only as-needed. It would be a conflict

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: The following are key skills and expertise needed to perform work under the contract: • Relationships with sureties • Knowledge regarding bonding and securing bonds • Construction contract financial expertise • Loan underwriting • Financial analysis • Cost projection • Funds administration for construction contracts • Marketing and Outreach
- B. Which, if any, civil service class(es) normally perform(s) this work? 0931, Manager III; 0933, Manager V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

In reviewing the previous existing contract and preparing the upcoming contract, the Risk Management Division (RMD) has adjusted the scope of services to specifically include tasks that cannot be performed by City employees, due to the need for specialized expertise and/or training and to avoid potential conflicts of interest. Risk Management has adjusted the scope and has taken back ownership of tasks that can be performed by City personnel.

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
There is no civil service class that performs this specific type of work. City employees such as Risk Management staff in Classes 0931 and 0933 could theoretically do parts of the work if they had the specialized knowledge available. They do not. In addition, the work is designated to a contractor to avoid potential conflicts of interest and to fulfill obligations based on relationships with certain CDP partners (i.e. Contract Monitoring Division (CMD) and the San Francisco Community Investment Fund (SFCIF).
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Given the timing and the City’s ongoing need for the services needed, creating or adopting a new civil service class to perform this work would not be possible. Additionally, these services are only utilized by Risk Management. In addition, specified tasks are designated to a contractor to avoid potential conflicts of interest and to fulfill obligations based on relationships with certain CDP partners (i.e. CMD and SFCIF).

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

No. No training will be provided.

C. Are there legal mandates requiring the use of contractual services?

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

No.

7. **Union Notification:** On 07/15/2021, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place, Room 362 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46752 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/18/2021

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [joan.lubamersky@sfgov.org](mailto:joan.lubamersky@sfgov.org)  
**To:** [Lubamersky, Joan \(ADM\); Laxamana, Junko \(BOS\); Criss@sfmea.com; camaguey@sfmea.com \(contact\); Christina@sfmea.com; staff@sfmea.com; Lubamersky, Joan \(ADM\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lubamersky, Joan (ADM); Laxamana, Junko (BOS); Criss@sfmea.com; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)@sfmea.com)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46752 - 21/22  
**Date:** Thursday, July 15, 2021 1:09:30 PM

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RECEIPT for Union Notification for PSC 46752 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 46752 - 21/22 for \$6,000,000 for Initial Request services for the period 10/01/2021 – 09/30/2024. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/17069> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

**From:** [Criss Romero](#)  
**To:** [Lubamersky, Joan \(ADM\)](#)  
**Subject:** Re: FW: PSC 46752  
**Date:** Wednesday, September 22, 2021 3:52:54 PM

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Joan,

After a review of PSC 46752, MEA has no objections to this contract.

*Criss Romero*

*Senior Labor Relations Representative*



870 Market Street, Suite 490 ~ San Francisco, CA 94102  
**415.989.7244 voice** | 415.989.7077 fax  
[Criss@SFMEA.com](mailto:Criss@SFMEA.com)  
[SFMEA Website](#)

On Wed, Sep 22, 2021 at 1:32 PM Lubamersky, Joan (ADM) <[joan.lubamersky@sfgov.org](mailto:joan.lubamersky@sfgov.org)> wrote:

Hello Criss.

Just checking on this. I'd be happy to answer any questions you may have. This is an important PSC for Risk Management. City employees are doing whatever work they can to provide the services necessary --- the PSC is only for work they can't do.

Thank you.

Best regards,

Joan

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**From:** Criss Romero <[criss@sfmea.com](mailto:criss@sfmea.com)>  
**Sent:** Monday, September 20, 2021 11:09 AM  
**To:** Lubamersky, Joan (ADM) <[joan.lubamersky@sfgov.org](mailto:joan.lubamersky@sfgov.org)>

**Cc:** Christina Fong ([christina@sfmea.com](mailto:christina@sfmea.com)) <[christina@sfmea.com](mailto:christina@sfmea.com)>; [staff@sfmea.com](mailto:staff@sfmea.com); DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
**Subject:** Re: FW: PSC 46752

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

You will receive a response on or before the 24th.

Please take Camaguey Corvinelli off your list. She has not been with MEA in well over a year. Thank you.

*Criss Romero*  
*Senior Labor Relations Representative*

870 Market Street, Suite 490 ~ San Francisco, CA 94102  
**415.989.7244 voice** | 415.989.7077 fax  
[Criss@SFMEA.com](mailto:Criss@SFMEA.com)  
[SFMEA Website](#)

On Mon, Sep 20, 2021 at 11:05 AM Lubamersky, Joan (ADM)  
<[joan.lubamersky@sfgov.org](mailto:joan.lubamersky@sfgov.org)> wrote:

Hello MEA Team

I was just advised that we would need your response by Friday, September 24, 2021 in order to allow the Risk Management PSC to be heard by CSC in time for them to execute their contract for these vital services.

However, to allow for time for us to report this to DHR, it would be very helpful if we could receive your response before then.

Thank you very much for your consideration.



# **Additional Attachment(s)**

# Administrative Code

## Chapter 14b-16

(1) Each Contract Awarding Authority's progress toward achieving the goals of this Chapter, including, among other things, each Contract Awarding Authority's progress in meeting the City-wide LBE Participation Goal, individual Contract LBE participation requirements, and ensuring non-discrimination against MBEs, WBEs and OBEs. The report shall also document the level of participation of all categories of LBEs, and whether or not each Contracting Awarding Authority has fully reported all data required by this Chapter or requested by CMD, the City Administrator, or the Controller.

(a) Whenever CMD's report concludes that a Contract Awarding Authority has intentionally disregarded or negligently performed any obligation imposed by this Chapter, finds consistent non-compliance with this Chapter by a Contract Awarding Authority's Prime Contractors, or concludes that a Contract Awarding Authority failed to provide any data required by this Chapter or requested by CMD, the City Administrator, or the Controller, a member of the Board may schedule before the appropriate Committee of the Board a hearing on that report. At the hearing, the Department heads must be prepared to respond to the Director's finding of intentional disregard and/or negligent performance and to explain what steps they intend to take to forestall repetition of the problems identified in CMD's report.

(2) All waivers of LBE Bid Discounts granted by the Director under Section 14B.7(J) and all waivers of LBE Subcontracting Participation requirements granted by the Director under 14B.8(A).

**(B) Annual Report by City Departments.** As part of their annual report to the Board of Supervisors, City departments shall report:

(1) On their progress toward achievement of the City-wide LBE Participation Goal and Contract-specific LBE subcontracting participating requirements and steps to ensure non-discrimination against MBEs, WBEs, and OBEs in the preceding year; and

(2) On their compliance with the Micro-LBE Set Aside Program in accordance with Section 14B.7(K)(3).

**(C) Annual Report by the City Administrator.** By July 1st of each fiscal year, the City Administrator shall submit an annual report to the Mayor and Board of Supervisors on the progress of the City toward achieving the goals of this Chapter, together with an identification of problems and specific recommendations for improving participation by all categories of LBEs in City contracting. The report shall include an analysis of the availability of MBEs, WBEs, and OBEs and the bidding environment in the various industries that participate in City contracts.

**(D) Board of Supervisors Public Hearing.** Each year, after receiving CMD's quarterly reports and the annual reports of CMD and City departments, the Board may hold a hearing to review the City's performance under this Chapter, the administration of this Chapter by CMD, and the progress of City departments towards achieving the purposes of this Chapter, and other subjects pertaining to the Chapter.

(Added by Ord. 92-06, File No. 050784, App. 5/11/2006; amended by Ord. 20-10, File No. 091405, App. 2/10/2010; Ord. [8-11](#), File No. 101006, App. 1/7/2011; Ord. [250-14](#), File No. 140999, App. 12/17/2014, Eff. 1/16/2015, Oper. 7/1/2015)

## **SEC. 14B.16. SAN FRANCISCO BONDING AND OTHER ASSISTANCE.**

**(A) San Francisco Bonding and Financial Assistance Program.**

(1) **Program Description.** The City and County of San Francisco, acting through the City Administrator, or, in his or her discretion, as delegated to the Risk Manager, intends to provide guarantees to private bonding companies and financial institutions in order to induce those entities to provide required bonding and financing to eligible Contractors and Subcontractors bidding on and performing City Public Works/Construction Contracts. This bonding and financial assistance program is subject to the provisions of this Section 14B.16(A).

(2) **Eligible Contracts.** The assistance described in this Section 14B.16(A) shall be available for any City Public Works/Construction Contract to which this Chapter applies.

(3) **Eligible Businesses.** Businesses must meet the following criteria to qualify for assistance under this Section 14B.16(A).

(a) The business may be either a prime Contractor or Subcontractor; and

(b) The business must be certified by the CMD as an LBE according to the requirements of Section 14B.3, 14B.5, or 14B.6;

(c) The business may be required to participate in a "bonding assistance training program" as offered by the Risk Manager, which is anticipated to provide the following:

(i) Bond application assistance,

- (ii) Assistance in developing financial statements,
- (iii) Assistance in development of a pre-bond surety profile,
- (iv) Identification of internal financial control systems, and
- (v) Development of accurate financial reporting tools.

(4) **Agreements Executed by the Risk Manager.** The Risk Manager is hereby authorized to enter into the following agreements in order to implement the bonding and financial assistance program described in this Section 14B.16(A):

- (a) With respect to a surety bond, the agreement to guaranty up to forty percent (40%) of the face amount of the bond or \$750,000, whichever is less;
- (b) With respect to a construction loan to be made to a Contractor or Subcontractor, an agreement to guaranty up to fifty percent (50%) of the original principal amount of the construction loan or fifty percent (50%) of the actual loss suffered by the financial institution as a result of a loan default, whichever is less; provided that in any event the City's obligations with respect to a guaranty shall not exceed \$1,000,000;
- (c) Any other documents deemed necessary by the Risk Manager to carry out the objectives of this program, provided that such documents shall be subject to review and approval by the City Attorney's Office.

(5) **Monitoring and Enforcement.** The Risk Manager shall maintain records on the use and effectiveness of this program, including but not limited to (1) the identities of the businesses and bonding companies participating in this program, (2) the types and dollar amounts of public work Contracts for which the program is utilized, and (3) the types and dollar amounts of losses which the City is required to fund under this program. The Risk Manager shall submit written reports to the Board of Supervisors every six months beginning January 1, 2015, advising the Board of the status of this program and its funding capacity, and an analysis of whether this program is proving to be useful and needed.

(6) **Contributions to the San Francisco Self-Insurance Surety Bond Fund.** Subject to the budgetary and fiscal provisions of the San Francisco Charter, each department that conducts public works or improvements under Chapter 6 of the Administrative Code shall contribute annually to the San Francisco Self-Insurance Surety Bond Fund ("the Fund") an amount that is set by multiplying the annual contribution rate set pursuant to Administrative Code Section 10.100-317(c) times its total appropriations for capital construction and improvement.

(7) **Annual Certification of Funds.** The Risk Manager shall seek annual certification of funds from the Self Insurance Bond Fund and approval as to form of such certification from the Controller and City Attorney. Such certification shall be monitored by the Risk Manager to ensure the program operates within the transactional bounds of the Self Insurance Bond Fund and the appropriated budget for its administration. The Risk Manager will review the amount certified each fiscal year with the Controller and City Attorney, should there be a call on any bond funded through the program.

(8) **Line of Credit; Credit Enhancement Program.** The Risk Manager is hereby authorized to negotiate a line(s) of credit or any credit enhancement program(s) or financial product(s) with a financial institution(s) to provide funding; the program's guaranty pool may serve as collateral for any such line of credit.

In the event the City desires to provide credit enhancement under this Subsection for a period in excess of one fiscal year, the full aggregate amount of the City's obligations under such credit enhancement must be placed in a segregated account encumbered solely by the City's obligations under such credit enhancement.

(9) **Default on Guarantees.** The Director shall decertify any Contractor that defaults on a loan or bond for which the City has provided a guarantee on the Contractor's behalf. However, the Director may in his or her sole discretion refrain from such decertification upon a finding that the City has contributed to such default.

(B) **Education and Training.** The City Administrator and Director shall continue to develop and strengthen existing education and training programs for LBEs and City Contract awarding personnel.

(C) **Cooperative Agreements.** With the approval of the Board of Supervisors, the City Administrator may enter into cooperative agreements with agencies or entities, public and private, concerned with increasing the use of LBEs in government contracting or in private developments within San Francisco.

(D) **Mentor-Protégé Program.** The Director shall establish a Mentor-Protégé Program (MPP) to foster partnerships between established, successful contractors and LBEs to provide training, networking, and mentoring opportunities with the goal to improve

LBE MPP participants' ability to compete effectively for City contracts. As a benefit to participating in the MPP, the Director may pursuant to duly promulgated rules and regulations, exempt mentor Contractors from the good faith outreach requirements in Section 14B.8.

(E) **LBE Contractor Advance Payment Program.** The City Administrator, in consultation with the Controller, shall investigate and develop a LBE advance payment program to fund temporary loans to LBE Subcontractors for approved invoices on City-funded Contracts subject to the budgetary and fiscal provisions of the Charter. The City Administrator shall prepare an implementation plan, including a feasibility study, and shall submit the implementation plan to the Mayor by June 1, 2015.

(F) **City Lease and Concession Agreements.** The Office of Economic and Workforce Development shall convene a working group with members including but not limited to representatives from the Real Estate Department, Port, Municipal Transportation Agency, Airport, Recreation and Park Department and the LBE community, to investigate a local business enterprise preference program for City leases and concession agreements. The working group shall submit its program recommendations to the Mayor and Board by June 1, 2015.

(G) The City Administrator shall convene a working group to investigate whether there are barriers to participation by LBE firms in specific industries such as architecture. The working group shall report any findings to the Mayor and Board by September 1, 2015.

(Added by Ord. 92-06, File No. 050784, App. 5/11/2006; amended by Ord. 314-08, File No. 081443, App. 12/19/2008; Ord. [8-11](#), File No. 101006, App. 1/7/2011; Ord. [40-13](#), File No. 121211, App. 3/28/2013, Eff. 4/27/2013; Ord. [250-14](#), File No. 140999, App. 12/17/2014, Eff. 1/16/2015, Oper. (in part)\* 7/1/2015)

**\* Editor's Note:**

*Section 3 of Ord. [250-14](#) provides, in part, that "[e]xcept for Sections 14B.16(E) and 14B.16(F) of the Administrative Code which shall become operative on the effective date, this ordinance shall become operative on July 1, 2015 . . . ."*

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**SEC. 14B.17. ENFORCEMENT.**

(A) The Director shall monitor the City's utilization of Small-MBEs, Micro-LBEs, MBEs, WBEs, and OBEs in City contracting. The Director shall issue Contract exit reports for any Contract with LBE subcontracting participation requirements and/or LBE participation as a Joint Venture partner. The purpose of this exit report is to verify that Contractors satisfied their LBE Subcontractor participation requirements and LBEs Joint Venture partner commitments, if applicable.

(B) **Investigations.** The Director shall, at his or her discretion, investigate instances of potential noncompliance with this Chapter.

Bidders, Contractors, and Subcontractors shall cooperate in all respects with such an investigation. The Director may issue a written request for information to a Bidder, Contractor, or Subcontractor that identifies the records and any other information CMD requires and impose a reasonable deadline for responding. A Bidder, Contractor, or Subcontractor that fails to respond to the Director's request for information, or otherwise fails to cooperate in the investigation, or any such party who the Director determines, after investigation, has not complied with the Chapter, shall be subject, after notice and a full and adequate opportunity to be heard, to appropriate sanctions, including but not limited to the sanctions set forth in Section 14B.17(D).

(C) **Conference and Conciliation.** In the Director's sole discretion, the Director may attempt to resolve noncompliance with this Chapter by any Bidder, Contractor, or Subcontractor through informal processes, including conference and conciliation.

(D) **Sanctions.** The City, including the Director and Contract Awarding Authorities, as appropriate, may after affording notice of the alleged noncompliance and full and adequate due process, impose any of the following sanctions on a Bidder, Contractor, or Subcontractor who fails to comply with this Chapter:

- (1) Declare a Bid non-responsive;
- (2) Suspend a Contract;
- (3) Withhold Contract payments;
- (4) Assess contractual or statutory penalties;
- (5) Debar a Bidder under Chapter 28;
- (6) Revoke certification.

(E) **Referral to Human Rights Commission.** The City, including the Director and Contract Awarding Authorities, as appropriate, shall refer instances of alleged discrimination in contracting to the Human Rights Commission for investigation as set forth



Edwin M. Lee  
Mayor  
Naomi Kelly  
City Administrator

**OFFICE OF THE CITY ADMINISTRATOR  
RISK MANAGEMENT DIVISION**



**MEMORANDUM**

Date: February 20, 2012  
 To: Leorah Dang, DHR-PSC Coordinator  
 Department of Human Resources (Dept.33)  
 From: *Joan Lubanersky*  
 Joan Lubanersky, PSC Coordinator, GSA (Dept. #70)  
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4021-10/11 Approval Date: 8/2/2010

Description of Services: The Risk Management Division of the Office of the City Administrator has established a pool of as-needed insurance brokers to place insurance and provide specialized support and independent analysis (e.g., act as independent insurance advisor, proactively analyze the City's insurance programs and identify risk transfers and risk financing options), risk analysis and Enterprise Risk Management consultant services (e.g. assess risks and propose an enterprise solution to mitigate/measure/improve the City's risk profile), insurance services (e.g., design policies and programs most advantageous to the City for coverage of exposures), and claims support services (e.g., represent the City in policy interpretation and negotiations with carriers.) The pool is being utilized by multiple departments including the Airport, SFMTA, SFPUC, and Port. During the six year period, approximately \$79 million will be for insurance premiums and approximately \$10 million for risk management consultant services. Vendors will also train City managers on new international standards for Enterprise Risk Management.

Original Approved Amount: \$60,000,000 Original Approved Duration: 9/1/2010 – 11/30/2016

Modification 1 Amount: \$29,000,000 Modification 1 Duration: None

Total Amount as Modified \$89,000,000 Total Duration as Modified: 9/1/2010 – 11/30/2016

Reason for Modification: To purchase more insurance coverages.

Attachments: Copy of the original PSC & Notice of Action.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION:  Approved

Approval Date: 2/20/12

By: *Micki Callahan*

*Micki Callahan*, Human Resources Director

25 Van Ness Avenue. Room 750. San Francisco. CA 94102



**CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

GAVIN NEWSOM  
MAYOR

August 4, 2010

E. DENNIS NORMANDY  
PRESIDENT

DONALD A. CASPER  
VICE PRESIDENT

MORGAN R. GORRONO  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

**NOTICE OF CIVIL SERVICE COMMISSION ACTION**

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4016-10/11  
THROUGH 4022-10/11.**

At its meeting of August 2, 2010 the Civil Service Commission had for its consideration the above matter.

**PLEASE NOTE:** *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

It was the decision of the Commission to adopt the report; Approve request for proposed personal contracts. Notify the Office of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

**Attachment**

c: Rachel Buerkle, Department of the Environment  
Micki Callahan, Human Resources Director  
Gordon Choy, Department of Public Works  
Thomas DiSanto, City Planning  
Naomi Kelly, Office of Contract Administration  
Joan Lubamersky, General Services Agency  
Pauline Marx, Treasurer/Tax Collector  
Jonathan Nelly, Department of Human Resources  
Ben Rosenfield, Controller  
Commission File  
Chron

POSTING FOR  
8/22/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4020-1011	08	Treasurer/Tax Collector	Regular	\$300,000	Provide financial advisory services to the Treasurer/Tax Collector in the following areas: economic data analysis, fed funds rate and yield curve analysis, horizon analysis, sector and credit distribution; callable structures and maturity distribution; performance summary and attribution analysis; portfolio characteristics and cash flow analysis; review of investment sectors; portfolio recommendations; target maturity structure recommendations; investment Pool size and liquidity balances analysis; and credit analysis for corporate issues.	7/31/2015
4021-1011	70	General Services Agency	Regular	\$60,000,000	The Risk Management Division of the Office of the City Administrator seeks to reestablish a pool of as-needed insurance brokers and to place insurance and provide specialized support and independent analysis (e.g., act as independent insurance advisor, proactively analyze the City's insurance programs and identify risk transfer and risk financing options), risk analysis and Enterprise Risk Management consultant services (e.g., assess risks and propose an enterprise solution to mitigate/reduce/improve the City's risk profile), insurance services (e.g., design policies and programs most advantageous to the City for coverage of exposures), and claims support services (e.g., represent the City in policy interpretation and negotiations with carriers.) The pool will be utilized by multiple departments including the Airport, SDMTA, SEPTA, and Port. During the six year period, approximately \$33 million will be for insurance premiums and approximately \$7 million for risk management consultant services. Vendors will also train City managers on new international standards for Enterprise Risk Management.	11/30/2016
4023-1011	70	General Services Agency	Regular	\$500,000	Parking Garage operation and management of the One South Van Ness Garage consisting of transient and monthly parking for 142 vehicles.	7/31/2016



PERSONAL SERVICES CONTRACT SUMMARY

DATE 7.6.10 DEPARTMENT NAME: Risk Management/GSA City Administrator DEPARTMENT NUMBER: 70

TYPE OF APPROVAL: EXPEDITED X REGULAR (OMIT POSTING) CONTINUING ANNUAL

TYPE OF REQUEST: X INITIAL REQUEST MODIFICATION (PSC#)

TYPE OF SERVICE: Insurance broker, premium payments and risk management consulting services

FUNDING SOURCE: Work Order Funds

PSC AMOUNT: \$60,000,000 PSC DURATION: 9.1.10 - 11.30.16

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The Risk Management Division of the Office of the City Administrator seeks to reestablish a pool of as-needed insurance brokers and to place insurance and provide specialized support and independent analysis (e.g., act as independent insurance advisor, proactively analyze the City's insurance programs and identify risk transfers and risk financing options), risk analysis and Enterprise Risk Management consultant services (e.g., assess risks and propose an enterprise solution to mitigate/measure/improve the City's risk profile), insurance services (e.g., design policies and programs most advantageous to the City for coverage of exposures), and claims support services (e.g., represent the City in policy interpretation and negotiations with carriers.) The pool will be utilized by multiple departments including the Airport, SFMTA, SFPUC, and Port. During the six year period, approximately \$53 million will be for insurance premiums and approximately \$7 million for risk management consultant services. Vendors will also train City managers on new international standards for Enterprise Risk Management.

B. Explain why this service is necessary and the consequences of denial: Insurance coverage and accurate and professionally produced risk management and insurance services are essential to the successful management of the City's risk management program. Denial will result in the inability of the Risk Management Division and multiple City departments to perform their statutory duties and will cause the City to lose its ability to manage and mitigate exposure through insurance placement. Additionally, insurance brokerage requires professional licensing in the state of California and cannot be completed by City staff.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): PSC 4146-07/08

D. Will the contract(s) be renewed: Unknown

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

L 1021, L 21, MBA Union Name Signature of person mailing/faxing form 7/6/10 Date RFP sent to Union Name, on Date Signature

\*\*\*\*\* FOR DEPARTMENT OF HUMAN RESOURCES USE \*\*\*\*\* PSC# 4021-10/11 pr STAFF ANALYSIS/RECOMMENDATION: fpc 7/07/2010

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Placement of insurance must be performed by a licensed insurance broker. Consultant services require a broad range of highly specialized insurance services and risk management analysis and interpretation.

B. Which, if any, civil service class normally performs this work? No civil service classes are licensed insurance brokers; The Risk Manager (Class 0933) and the Deputy Risk Manager (Class 0931) perform some of the risk management services, though not at the highest level and not in specialized areas. Risk services are also provided at the Airport by an individual in Class 0932. Training is performed by individuals in Classes 1232 Training Officer and 1237 Training Coordinator.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: City employees are not licensed insurance brokers and do not have the high level specialized knowledge required to perform the consulting services to be provided by successful contractors.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No.

5. ADDITIONAL INFORMATION (if "yes", attach explanation)

A. Will the contractor directly supervise City and County employees?  Yes  No

B. Will the contractor train City and County employees? Yes   
- Describe training and indicate approximate number of hours. 20 hrs  
Training will be provided as needed to ensure the professional standards of City Risk Management meet industry best practices in the field of Risk Management.  
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. Approximately 5 Managers (class 0933, 0932, 0931) & Analysts (class 1822, 1825) and department heads/deputies upon request.

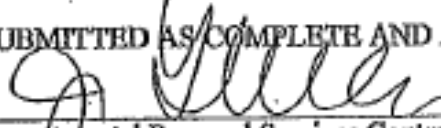
C. Are there legal mandates requiring the use of contractual services?  Yes  No

D. Are there federal or state grant requirements regarding the use of contractual services?  Yes  No

E. Has a board or commission determined that contracting is the most effective way to provide this service?  Yes  No

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?  Yes  No

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

  
\_\_\_\_\_  
Signature of Departmental Personal Services Contract Coordinator  
Joan Lubamersky 554-4859  
Print or Type Name Telephone  
One Carlton B Goodlett Place, Room 362  
San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Equipment Maintenance and Support Services

Funding Source: General Fund, Federal, State, funds

PSC Duration: 5 years 39 weeks

PSC Amount: \$65,000,000

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

Contractors will perform scheduled and as-needed maintenance and support services for a variety of equipment and systems in use at the Department of Public Health. As technology advances, equipment that is used in the day-to-day operation of an integrated health network are becoming increasingly more complicated and integrated with other devices and systems. Often, in addition to proprietary characteristics of the equipment Original Equipment Manufacturers (OEMs) are turning to software solutions used in conjunction with the equipment to achieve full and greater functionality. Services performed by the contractor(s) may include, but are not limited to: standard maintenance services, preventive maintenance services, applying software/firmware upgrades, system integrations, maintenance and equipment surveys, and/or wiping of protected health information from devices. Systems which need maintenance will include radiology equipment, laboratory equipment, scientific equipment, medical equipment used in direct patient care, sterilizers, general office equipment, copiers, security systems (including CCTV), perimeter security, fire alarms, electrical infrastructure, computer hardware, and/or audio/video equipment. Services may be onsite, remote or at central depot repair service facilities.

B. Explain why this service is necessary and the consequence of denial:

This service is necessary in order to maintain owned and leased equipment in use at the Department of Public Health. This will prolong the life of the equipment, and ensure that it functions properly and at published manufacturer standards in order to maintain all warranties, performance specifications and tolerances. Denial will result in equipment that does not work and would put the lives of patients at risk. In addition, the Department would not be able to operate and provide for the daily function of operations.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

The services have been provided under standard maintenance contracts, and through the purchase order process. In addition, historically the standard City maintenance contract did not require Commission approval for such services.

D. Will the contract(s) be renewed?

Yes.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The PSC is in excess of five years, because there will be an ongoing need to maintain various types of equipment in use at the Department of Public Health and to procure customized support services. The equipment is needed to effectively run a modern health network and the City does not have the resources to main this equipment.

**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

Equipment must be maintained on a scheduled basis. Preventive maintenance or as-needed repairs for each

equipment occur on an infrequent schedule, and given the wide variety of equipment in use it would be impractical to staff multiple positions with expertise on multiple types of equipment on a full time basis. Contractors will supply the personnel, and repair facilities, which may include depot repair facilities, all tools, software, parts and other proprietary equipment used to service, upgrade and repair equipment in order to maintain and keep equipment in good working order.

### **3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: The Contractors must be trained or authorized to repair the equipment in question. In addition, the contractors in many cases are or must be the Original Equipment Manufacturer (OEM).
- B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 2390, Central Processing & Dist Tech; 2392, Sr Cent Proc & Dist Tech; 2402, Laboratory Technician I; 2416, Laboratory Technician II; 5215, Fire Protection Engineer; 7213, Plumber Supervisor 1; 7239, Plumber Supervisor 2; 7287, Sprv Electronic Main Tech; 7318, Electronic Maintenance Tech; 7329, Electr Maint Tech Asst Sprv; 7368, Senior Comm Systems Technican; 7430, Asst Electronic Main Tech; 1091, IT Operations Support Administrator I; 1092, IT Operations Support Administrator II; 1093, IT Operations Support Administrator III ; 1094, IT Operations Support Administrator IV ; 1094, IT Operations Support Administrator IV ; 1095, IT Operations Support Administrator V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractors will supply personnel and repair facilities, which may include depot repair facilities, all tools, software, parts and other proprietary equipment used to service, upgrade and repair equipment in order to maintain and keep equipment in good working order.

### **4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

When applicable, there are City resources which can repair equipment, however, for the great majority of medical, scientific and priority systems in use by the Department, it would be impractical to have City resources maintain all equipment.

### **5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
Civil service classes are not applicable because of the wide range of equipment and systems that need repair, support or integration services. The City would need specialized staff to repair individual pieces of equipment that may only be needed for a specific task or purpose.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Due to the broad scope of equipment in use by the Department it would be impractical to hire additional staff to service each piece of equipment based on manufacturer standards. City resources do work with manufacturers and may have opportunities to receive training and educational opportunities from manufacturer.

### **6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. City workers may receive as-needed trainings and certifications by the Original Equipment Manufacturers. Due to the wide range of equipment and multiple Original Equipment Manufacturers involved it is not possible at this time to provide a training plan with much specificity.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On 04/24/2021, the Department notified the following employee organizations of this PSC/RFP request:  
Operating Engineers, Local 3; Plumbers, Local 38

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Arlene Lee Phone: 415-554-2938 Email: arlene.lee@sfdph.org

Address: 1380 Howard Street, Room 421B San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41819 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/18/2021

# **Receipt of Union Notification(s)**

## Hale, Jacquie (DPH)

---

**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Saturday, April 24, 2021 1:44 PM  
**To:** Hale, Jacquie (DPH); seichenberger@local39.org; MRainsford@local39.org; grojo@local39.org; sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Frigault, Noah (HRC); Meyers, Julie (HSA); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Laxamana, Junko (BOS); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; oashworth@ibew6.org; khughes@ibew6.org; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41819 - 20/21

RECEIPT for Union Notification for PSC 41819 - 20/21 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41819 - 20/21 for \$75,000,000 for Initial Request services for the period 04/01/2021 – 12/31/2026. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/16221> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## Lee, Arlene (DPH)

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**From:** Lee, Arlene (DPH)  
**Sent:** Monday, August 23, 2021 2:16 PM  
**To:** tneep@oe3.org; dtuttle@oe3.org; vjames@0e3.org; larryjr@ualocal38.org  
**Cc:** DHR-PSCCoordinator, DHR (HRD); Lee, Arlene (DPH); Longhitano, Robert (DPH)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41819 - 20/21

RECEIPT for Union Notification for PSC 41819 - 20/21 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41819 - 20/21 for \$65,000,000 for Initial Request services for the period 04/01/2021 – 12/31/2026. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/16221> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended



## Lee, Arlene (DPH)

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**From:** Lee, Arlene (DPH)  
**Sent:** Monday, August 23, 2021 2:19 PM  
**To:** vjames@oe3.org  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41819 - 20/21

RECEIPT for Union Notification for PSC 41819 - 20/21 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41819 - 20/21 for \$65,000,000 for Initial Request services for the period 04/01/2021 – 12/31/2026. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/16221> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## Longhitano, Robert (DPH)

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**From:** Longhitano, Robert (DPH)  
**Sent:** Friday, July 16, 2021 5:38 PM  
**To:** khughes@ibew6.org; oashworth@ibew6.org; L21PSCReview@ifpte21.org; amakayan@ifpte21.org; pkim@ifpte21.org; kschumacher@ifpte21.org; tmathews@ifpte21.org; wendywong26@yahoo.com; WendyWong26@yahoo.com; Laxamana, Junko (BOS); jtanner940@aol.com; david.canham@seiu1021.org; Poon, Sin Yee (HSA); xiumin.li@seiu1021.org; davidmkersten@gmail.com; ted.zarzecki@seiu1021.net; pscreview@seiu1021.org; Wendy.Frigillana@seiu1021.org; pcamarillo\_seiu@sbcglobal.net; Basconcillo, Katherine (PUC); Ricardo.lopez@sfgov.org; Julie.Meyers@sfgov.org; Frigault, Noah (HRC); leah.berlanga@seiu1021.org; Sandeep.lal@seiu1021.me; thomas.vitale@seiu1021.org; sarah.wilson@seiu1021.org; grojo@local39.org; MRainsford@Local39.org; Stan Eichenberger  
**Cc:** Lee, Arlene (DPH); Choi, Suzanne (HRD)  
**Subject:** 41819 - 20/21

### Information Only

The Department has narrowed the scope of the referenced PSC and reduced the requested amount. The modified PSC request can be found at: <https://apps.sfgov.org/dhrdrupal/node/16221>.

## Longhitano, Robert (DPH)

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**From:** Longhitano, Robert (DPH)  
**Sent:** Friday, July 16, 2021 4:34 PM  
**To:** Stan Eichenberger  
**Cc:** Lee, Arlene (DPH); Saltz, Terry (DPH); Ruggels, Michelle (DPH); Choi, Suzanne (HRD)  
**Subject:** 41819 - 20/21 Equipment Maintenance Service for SF Department of Public Health

Hello Stan-

I wanted to inform you that as we discussed, we have removed the following areas of service from PSC Request #41819 - 20/21: hospital beds and gurneys, medical grade refrigerators, commercial kitchen equipment, waste handling and disposal equipment, warehouse equipment, heating and cooling systems, nurse call systems; We have eliminated the following L39 job classes from PSC Request #41819 - 20/21: 7334, 7333, 7332, 7335,7205; And have reduced the requested amount of PSC Request #41819 - 20/21. The modified PSC request can be found at : <https://apps.sfgov.org/dhrdrupal/node/16221> . With these changes we will request DHR to schedule the remaining services of PSC Request #41819 - 20/21 to be heard at the next available CSC meeting.

We also plan to introduce a new PSC which will cover the still needed maintenance services for the items that were removed from this PSC, we will have a new PSC for you to review next week.

Thank You  
Robert Longhitano  
Office of Contract Management and Compliance  
Department of Public Health

## Hale, Jacquie (DPH)

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**From:** Stan Eichenberger <seichenberger@local39.org>  
**Sent:** Monday, April 26, 2021 2:53 PM  
**To:** Hale, Jacquie (DPH)  
**Cc:** DHR-PSCCoordinator, DHR (HRD)  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 41819 - 20/21

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good afternoon Jacquie,

The proposed scope of work to be outsource will impede on work that Local 39 represented City employees should be performing. Local 39 is requesting that the department reconsider contracting this work out in its entirety, and to coordinate this work to be done by Local 39 represented City employees, specifically but not limited to: 7334, 7335 Stationary Engineers. Please note, it is of Local 39's understanding that many other City classifications may be able to perform portions of said work as well.

If the City would like to discuss this request further, please coordinate a video/teleconference with your team members, then provide me a few proposed dates/times to select from? I can host a Zoom Meeting as an option.

Respectfully,

Stan Eichenberger  
Business Representative  
IUOE - Stationary Engineers, Local 39

-----Original Message-----

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of jacquie.hale@sfdph.org  
Sent: Saturday, April 24, 2021 1:44 PM  
To: jacquie.hale@sfdph.org; Stan Eichenberger <seichenberger@local39.org>; Michael Rainsford <mrainsford@local39.org>; grojo@local39.org; sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; noah.frigault@sfgov.org; Julie.Meyers@sfgov.org; Ricardo.lopez@sfgov.org; Kbasconcillo@sfwater.org; pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; junko.laxamana@sfgov.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; oashworth@ibew6.org; khughes@ibew6.org; robert.longhitano@sfdph.org; dhr-psccordinator@sfgov.org  
Subject: Receipt of Notice for new PCS over \$100K PSC # 41819 - 20/21

RECEIPT for Union Notification for PSC 41819 - 20/21 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 41819 - 20/21 for \$75,000,000 for Initial Request services for the period 04/01/2021 – 12/31/2026. Notification of 30 days (60 days for SEIU) is required.

## Longhitano, Robert (DPH)

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**From:** Stan Eichenberger <seichenberger@local39.org>  
**Sent:** Tuesday, July 20, 2021 6:41 AM  
**To:** Longhitano, Robert (DPH)  
**Cc:** Lee, Arlene (DPH); Saltz, Terry (DPH); Ruggels, Michelle (DPH); Choi, Suzanne (HRD)  
**Subject:** RE: 41819 - 20/21 Equipment Maintenance Service for SF Department of Public Health

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Good morning Robert,

Thank you for the revisions and notification of such. We look forward to reviewing the new PSC. Please let me know if I can assist in any way.

Stan Eichenberger  
Business Representative  
IUOE - Stationary Engineers, Local 39

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**From:** Longhitano, Robert (DPH) <robert.longhitano@sfdph.org>  
**Sent:** Friday, July 16, 2021 4:34 PM  
**To:** Stan Eichenberger <seichenberger@local39.org>  
**Cc:** Lee, Arlene (DPH) <arlene.lee@sfdph.org>; Saltz, Terry (DPH) <terry.saltz@sfdph.org>; Ruggels, Michelle (DPH) <michelle.ruggels@sfdph.org>; Choi, Suzanne (HRD) <Suzanne.Choi@sfgov.org>  
**Subject:** 41819 - 20/21 Equipment Maintenance Service for SF Department of Public Health

Hello Stan-

I wanted to inform you that as we discussed, we have removed the following areas of service from PSC Request #41819 - 20/21: hospital beds and gurneys, medical grade refrigerators, commercial kitchen equipment, waste handling and disposal equipment, warehouse equipment, heating and cooling systems, nurse call systems; We have eliminated the following L39 job classes from PSC Request #41819 - 20/21: 7334, 7333, 7332, 7335, 7205; And have reduced the requested amount of PSC Request #41819 - 20/21. The modified PSC request can be found at : <https://apps.sfgov.org/dhrdrupal/node/16221> . With these changes we will request DHR to schedule the remaining services of PSC Request #41819 - 20/21 to be heard at the next available CSC meeting.

We also plan to introduce a new PSC which will cover the still needed maintenance services for the items that were removed from this PSC, we will have a new PSC for you to review next week.

Thank You  
Robert Longhitano  
Office of Contract Management and Compliance  
Department of Public Health

# **Additional Attachment(s)**



## San Francisco Department of Public Health

Dr. Grant Colfax  
Director of Health

City and County of San Francisco  
London Breed  
Mayor

DATE: September 22, 2021

TO: Suzanne Choi, PSC Coordinator, Human Resources/Citywide

FROM: Arlene Lee, PSC Coordinator, Department of Public Health

RE: PSC 41819-20/21 Equipment Maintenance and Support Services

The Department of Public Health (DPH) respectfully requests that PSC 41849-20/21, Equipment Maintenance and Support Services, be calendared for the October 18, 2021, meeting of the Civil Service Commission.

These services will enable the Department to continue to maintain critical pieces of equipment used in the daily operation of the Department in the support of the Department's efforts to provide high quality and effective medical care while adhering to the Commission's new requirements related to requests to contract out for General Services.

DPH notified unions with addresses in the PSC database on 4/24/2021. Unions without addresses in the PSC database were notified later, on 8/23/2021. On 4/26/2021 Local 39 informed DPH of its objections to the PSC. DPH subsequently met with Local 39 to provide more information on PSC 41849-20/21 on 6/8/2021. In that meeting, we agreed to review the description of services and to remove services in the PSC by dividing the services into two groups:

(A) Group 1, services which Local 39 members would be unlikely to have the potential to perform. On 7/16/2021, the Department provided a revised description of Group 1 services covered under PSC 41849-20/21 to Local 39 for their review. Local 39 received the revisions, and they did not have further objections. We subsequently informed all previously notified unions of this change on 7/16/2021; and

(B) Group 2, services with which Local 39 has concerns, which we plan to submit a new PSC for approval in the near future.

We appreciate your consideration of our request, as it is vital to DPH's operations and ability to provide patient care throughout its hospitals and clinics that we be able to continue these services at the earliest possible date. We understand that there may be remaining concerns and remain available to meet further with Local 39 to discuss these services.

Thank you.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: As-Needed Information Technology Project Support Services

Funding Source: General Funds, Federal & Sate Grant Funds

PSC Duration: 4 years 43 weeks

PSC Amount: \$9,900,000

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

Contractor(s) will provide as-needed support services which may include building, sequencing, and managing Mental Health San Francisco (MHSF) Initiative information technology projects simultaneously using standard project tools to produce requirements, track tasks, risks, and issue, and provide visibility to multiple tiers of stakeholders utilizing tools such as Microsoft Project, Project Web App (PWA), Teams. Contractor (s) will complete Software integrations between City and community partners using existing Electronic Health Record platforms and potentially other systems. Contractor (s) will also build reporting environments and presentation layer capabilities for both operational and strategic purposes (Microsoft SQL, Microsoft Power BI). Services will be provided on a virtual (remote) basis or in-person, depending on the specific needs of the project and the task as needed.

B. Explain why this service is necessary and the consequence of denial:

In December 2019, the Board of Supervisors voted unanimously in favor of Mental Health San Francisco (MHSF) Initiative MHSF guarantees mental health care to all San Franciscans who lack insurance or who are experiencing homelessness. To carry out the MHSF initiatives, SFDPH Information technology department needs specific resources with the appropriate skills and background to support various MHSF initiatives which have an IT deliverable. SFDPH IT does not have the capacity to support a brand-new initiative with the existing staff and resources. If these services are denied, the MHSF initiatives would be delayed, and San Franciscans who lack insurance, and are experiencing homelessness will have difficulty accessing health services. All of which could worsen the ongoing homeless issues throughout the streets of San Francisco.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This is a new service.

D. Will the contract(s) be renewed?

If there is a continued need, and funding is available.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

not applicable

**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

Contracted services are being requested to support the implementation of new Information Technology initiatives under Mental Health San Francisco. Services are required to stand up specific initiatives, and contracted resources are required to maintain continuity of current services performed by existing civil service staff.



**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Contractor must possess verifiable background and skills to support the development and implementation of the services needed. Project Managers must have 3 or more years of experience, Reporting and SQL analysts must have with 5 or more years of MS SQL experience, including SSIS (SQL Server Integration Services) and SSRS (SQL Server Reporting Services). Application/Business & Integration Analysts should have 3 or more years of experience in healthcare or government application support and integration.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1054, IS Business Analyst-Principal; 1070, IS Project Director; 1071, IS Manager; 5502, Project Manager 1; 5504, Project Manager 2; 0932, Manager IV; 0933, Manager V; 9976, Technology Expert 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

While the Department will hire new positions, these new positions are not sufficient to meet peak workload demands for the services needed. The Department has requested two new 1070 positions in the 2022 budget, support informatics, master data management, and analytics. The Department also requested two new 1054 positions in the 2022 budget to bolster operations and support for behavioral health information systems, including but not limited to the Netsmart Avatar electronic health record platform.

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
Civil service classes are not applicable because the classes that have the experience are performing their other duties, within their capacity. Redirecting or reassigning existing civil service classes to support this new initiative will create gaps in the overall provision of services. Further, the services are limited in nature and uses on an as-needed basis, to support the MHSF initiatives, until more permanent positions are hired to perform the services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. It is not practical to adopt new civil service classes because the services are intermittent and as-needed. As the various projects are completed and operationalized inside the Department the Department's civil services classes will assume the day-to-day work of these projects. Throughout the course of the agreement the contracted services will provide civil service staff with opportunities for knowledge transfer of highly specialized and relevant knowledge and expertise in a variety of topics which are applicable to their job class.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. This PSC request does not contemplate training for staff. Rather, civil service staff will have opportunities for knowledge transfer of highly specialized and relevant knowledge and expertise in a variety of topics which are applicable to their job class.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On 08/09/2021, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Executive Association; Professional & Tech Engrs, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Arlene Lee Phone: 415-554-2938 Email: arlene.lee@sfdph.org

Address: 1380 Howard 4th Floor San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44953 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/18/2021

# **Receipt of Union Notification(s)**

## Lee, Arlene (DPH)

---

**From:** dhr-psccordinator@sfgov.org on behalf of arlene.lee@sfdph.org  
**Sent:** Monday, August 9, 2021 12:08 PM  
**To:** Lee, Arlene (DPH); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Laxamana, Junko (BOS); Criss@sfmea.com; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; Li, Joanna (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 44953 - 21/22

RECEIPT for Union Notification for PSC 44953 - 21/22 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 44953 - 21/22 for \$9,900,000 for Initial Request services for the period 09/01/2021 – 06/30/2026. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/17129> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

## Lee, Arlene (DPH)

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**From:** Criss Romero <criss@sfmea.com>  
**Sent:** Wednesday, September 22, 2021 3:22 PM  
**To:** Lee, Arlene (DPH)  
**Subject:** Re: FW: PSC 44953 - 21/22

Hello, Arlene.

Thanks for your email. We have no objections to this work, with the indication that it is non-PCS. Take care, and please let me know if you need anything else from me. Thank you.

*Criss Romero*

*Senior Labor Relations Representative*



870 Market Street, Suite 490 ~ San Francisco, CA 94102

**415.989.7244 voice** | 415.989.7077 fax

[Criss@SFMEA.com](mailto:Criss@SFMEA.com)

[SFMEA Website](#)

On Wed, Sep 22, 2021 at 2:57 PM Lee, Arlene (DPH) <[arlene.lee@sfdph.org](mailto:arlene.lee@sfdph.org)> wrote:

Hello Criss,

We are submitting this PSC to DHR today, to calendar this PSC for the 10/18/2021 Civil Service Commission meeting. Could you please respond to this email at your earliest convenience and let us know if we have answered your questions?

Thank you.

Arlene

---

**From:** Lee, Arlene (DPH)  
**Sent:** Friday, September 10, 2021 12:39 PM  
**To:** Criss Romero <[criss@sfmea.com](mailto:criss@sfmea.com)>  
**Subject:** RE: PSC 44953 - 21/22

Hello Criss,

I apologize for the delayed response. Below are the classifications that were listed in the PSC, based on our estimate of which classifications may be needed if these services were to be brought in house.

1054, IS Business Analyst-Principal; 1070, IS Project Director; 1071, IS Manager; 5502, Project Manager 1; 5504, Project Manager 2; 0932, Manager IV; 0933, Manager V; 9976, Technology Expert I

Please note that the reason the Department needs this PSC is because these are short-term or capital projects requiring diverse skills, expertise and/or knowledge, and/or services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

We are planning to calendar this PSC for the 10/18/2021 Civil Service Commission meeting.

Thank you.

Arlene

---

**From:** Criss Romero <[criss@sfmea.com](mailto:criss@sfmea.com)>  
**Sent:** Tuesday, August 17, 2021 5:13 PM  
**To:** Lee, Arlene (DPH) <[arlene.lee@sfdph.org](mailto:arlene.lee@sfdph.org)>  
**Subject:** PSC 44953 - 21/22

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hello, Arlene.

What level of Program Manager is the DPH proposing to contract out the work for. Thank you.

*Criss Romero*  
*Senior Labor Relations Representative*



870 Market Street, Suite 490 ~ San Francisco, CA 94102  
**415.989.7244 voice** | 415.989.7077 fax  
[Criss@SFMEA.com](mailto:Criss@SFMEA.com)

## Lee, Arlene (DPH)

---

**From:** Timothy Mathews <tmathews@ifpte21.org>  
**Sent:** Friday, September 10, 2021 3:57 PM  
**To:** Lee, Arlene (DPH); WendyWong26@yahoo.com; wendywong26@yahoo.com; Kristen Schumacher; L21PSC Review; Laxamana, Junko (BOS); Criss@sfmea.com; camaguey@sfmea.com (contact); Christina@sfmea.com; staff@sfmea.com; Li, Joanna (DPH); DHR-PSCCoordinator, DHR (HRD); Hale, Jacquie (DPH)  
**Cc:** Emily Wallace  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 44953 - 21/22

Arlen,

Yes, our questions around PSC # 44953 - 21/22 have been answered and it should proceed to the Civil Service Commission meeting without objection.

For the Union,

-Timothy

---

Timothy Mathews  
Pronouns: He/him/his  
Research Specialist

IFPTE Local 21  
1167 Mission Street, 2nd Floor  
San Francisco, CA 94103

Office: 415-914-7345

-----Original Message-----

From: Lee, Arlene (DPH) <arlene.lee@sfdph.org>  
Sent: Friday, September 10, 2021 12:49 PM  
To: Timothy Mathews <tmathews@ifpte21.org>; WendyWong26@yahoo.com; wendywong26@yahoo.com; Kristen Schumacher <kschumacher@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; Criss@sfmea.com; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; Christina@sfmea.com; staff@sfmea.com; Li, Joanna (DPH) <joanna.li@sfdph.org>; DHR <dhr-psccordinator@sfgov.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>  
Cc: Emily Wallace <ewallace@ifpte21.org>  
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 44953 - 21/22

Hi Timothy,

We are planning to calendar this PSC for the 10/18/2021 Civil Service Commission meeting. Could you please confirm that your questions regarding this PSC have been resolved?

Thank you.  
Arlene

-----Original Message-----

From: Timothy Mathews <tmathews@ifpte21.org>

Sent: Thursday, August 19, 2021 12:31 PM

To: Lee, Arlene (DPH) <arlene.lee@sfdph.org>; WendyWong26@yahoo.com; wendywong26@yahoo.com; Kristen Schumacher <kschumacher@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; Criss@sfmea.com; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; Christina@sfmea.com; staff@sfmea.com; Li, Joanna (DPH) <joanna.li@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>

Cc: Emily Wallace <ewallace@ifpte21.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 44953 - 21/22

Hi Arlene,

Thank you for the quick response and for including the RFP and RFQ.

Those documents clarified the big questions we had around this PSC for our committee, and as such, we are able to withdraw the Union's formal objection at this time.

However, we would like to reserve the right to set a meeting to learn more about the training/pass-off components of this work. We are currently reaching out to some more of our folks in DPH and are happy to wait until Mr. Raffin returns to find a date to meet.

Does this work for the Department?

Thank you.

-Timothy

---

Timothy Mathews

Pronouns: He/him/his

Research Specialist

IFPTE Local 21

1167 Mission Street, 2nd Floor

San Francisco, CA 94103

Office: 415-914-7345

-----Original Message-----

From: Lee, Arlene (DPH) <arlene.lee@sfdph.org>

Sent: Thursday, August 19, 2021 12:05 PM

To: Timothy Mathews <tmathews@ifpte21.org>; WendyWong26@yahoo.com; wendywong26@yahoo.com; Kristen Schumacher <kschumacher@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; Criss@sfmea.com; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; Christina@sfmea.com; staff@sfmea.com; Li, Joanna (DPH) <joanna.li@sfdph.org>; DHR <dhr-psccordinator@sfgov.org>; Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>

Cc: Emily Wallace <ewallace@ifpte21.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 44953 - 21/22



Hello Timothy,

The program staff who will be responding to your questions is Eric Raffin, DPH Chief Information Officer. He is available tomorrow, Friday 8/20, at the times shown below, and then will be unavailable next week. Please let us know as soon as you can if any of these times tomorrow will work for you, and if so, please send the email addresses of attendees so that I can send them a Teams meeting invitation. (If you prefer WebEx, that's also available.)

- Friday – 9:30-10:30, 11-12, 1:30-2:30

Thank you.

Arlene

-----Original Message-----

From: Lee, Arlene (DPH)

Sent: Tuesday, August 17, 2021 6:29 PM

To: 'Timothy Mathews' <tmathews@ifpte21.org>; WendyWong26@yahoo.com; wendywong26@yahoo.com; Kristen Schumacher <kschumacher@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; Criss@sfmea.com; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; Christina@sfmea.com; staff@sfmea.com; Li, Joanna (DPH) <joanna.li@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Cc: Emily Wallace <ewallace@ifpte21.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 44953 - 21/22

Hello Timothy,

Attached is the RFQ and RFP. This requested services is under category 2 of the RFQ.

Thank you.

Arlene

-----Original Message-----

From: Timothy Mathews <tmathews@ifpte21.org>

Sent: Tuesday, August 17, 2021 12:20 PM

To: Lee, Arlene (DPH) <arlene.lee@sfdph.org>; WendyWong26@yahoo.com; wendywong26@yahoo.com; Kristen Schumacher <kschumacher@ifpte21.org>; L21PSC Review <L21PSCReview@ifpte21.org>; Laxamana, Junko (BOS) <junko.laxamana@sfgov.org>; Criss@sfmea.com; camaguey@sfmea.com (contact) <camaguey@sfmea.com>; Christina@sfmea.com; staff@sfmea.com; Li, Joanna (DPH) <joanna.li@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>

Cc: Emily Wallace <ewallace@ifpte21.org>

Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 44953 - 21/22

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Arlene,

The Union objects to PSC # 44953 - 21/22. We would like to meet and confer to discuss keeping this Local 21 bargaining unit work, in-house. Please provide a number of dates/times when representatives from the City/DPH are available to meet with our committee.

# **Additional Attachment(s)**



## San Francisco Department of Public Health

Dr. Grant Colfax  
Director of Health

City and County of San Francisco  
London Breed  
Mayor

DATE: September 22, 2021

TO: Suzanne Choi, PSC Coordinator, Human Resources/Citywide

FROM: Arlene Lee, PSC Coordinator, Department of Public Health

RE: PSC 44953-21/22 As-Needed Information Technology Project Support Services

The Department of Public Health (DPH) respectfully requests that PSC 44953-21/22, As-Needed Information Technology Project Support Services, be calendared for the October 18, 2021, meeting of the Civil Service Commission.

These services will enable the Department to provide as-needed support services which may include building, sequencing, and managing Mental Health San Francisco (MHSF) Initiative information technology projects simultaneously using standard project tools to produce requirements, track tasks, risks, and issue, and provide visibility to multiple tiers of stakeholders utilizing tools such as Microsoft Project, Project Web App (PWA), Teams. Contractor(s) will complete Software integrations between City and community partners using existing Electronic Health Record platforms and potentially other systems.

DPH notified several unions listed in this PSC on 8/9/2021. On 8/17/2021, IFPTE Local 21 informed DPH of its objections to the PSC and requested to meet. MEA also had a question regarding this PSC on 8/17/2021. DPH responded to IFPTE Local 21 on 8/17/2021 to provide more information. DPH also responded to MEA's questions on 9/10/2021. On 9/10/2021, IFPTE Local 21 notified DPH that their questions had been answered and that the Department should proceed with this PSC request. On 9/22/2021, MEA notified DPH that they have no objections to this PSC.

We appreciate your consideration of our request.

Thank you.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: As-Needed Specifications Writing Services

Funding Source: Interdepartmental Work Orders

PSC Amount: \$1,600,000

PSC Est. Start Date: 10/18/2021

PSC Est. End Date 08/30/2028

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

Provide specialized services in Specifications Writing and Hardware Design to support Public Works design staff on an as-needed basis. The Consultants will provide expert advice and services to ensure that the most up to date products are utilized in our specifications.

B. Explain why this service is necessary and the consequence of denial:

Specifications Writers are specialized consultants who are experts in the area of writing specifications. They are up to date with the most current products, performance of such products, etc. Providing Hardware Specifications and Schedules is a highly specialized service that is out of the Public Works Building Design and Construction (BDC)'s area of expertise. The Public Works BDC does not have the staff or ability to provide this service due to our current and on-going workload and staffing issues. Utilizing expert Hardware Consultants will allow us to complete our projects more quickly and provide a better quality of service to our Clients. Denial of this request would delay projects and would result in higher cost for projects.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service was previously approved by the Civil Service Commission. The most recent PSC # is 4041-13/14. A new solicitation is required to award more work because the previous contracts will no longer be able to issue new work starting next year.

D. Will the contract(s) be renewed?

No

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The PSC duration exceeds 5 years to account for the extra time needed to advertise and award contracts. However, all contract terms will not exceed 5 years.

**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

This service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Consultants must be experts in their fields and certified by corresponding organizations, as applicable.

B. Which, if any, civil service class(es) normally perform(s) this work? 5120, Architectural Administrator; 5211,

Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

The Department is encouraging current employees to get education, training, experience, and certification in specification writing and hardware design services.

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

These are as-needed contract services only. They will only be utilized when the following conditions exist: • The Division is working at full capacity and postponement of pending projects would be contrary to the public interest, or • Project requires special products and third party Consultant is required to ensure that a high quality project is achieved.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, civil service classes already exist. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

**6. Additional Information**

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No training will be provided. Classifications already exist, but due to the workload of the City, this would pose delays if City employees had to take on this task as well.

C. Are there legal mandates requiring the use of contractual services?  
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 08/13/2021, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Alexander Burns Phone: 415-554-6411 Email: alexander.burns@sfdpw.org

Address: 49 South Van Ness, Suite 1600 San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48014 - 21/22

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 10/18/2021

Civil Service Commission Action:

# **Receipt of Union Notification(s)**

## Sy, Don (DPW)

---

**From:** dhr-psccordinator@sfgov.org on behalf of alexander.burns@sfdpw.org  
**Sent:** Friday, August 13, 2021 11:19 AM  
**To:** Burns, Alexander (DPW); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Sy, Don (DPW); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 48014 - 21/22

RECEIPT for Union Notification for PSC 48014 - 21/22 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 48014 - 21/22 for \$1,600,000 for Initial Request services for the period 10/18/2021 – 08/30/2028. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/17205> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended



# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW Dept. Code: DPW

Type of Request: [x] Initial [ ] Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval: [ ] Expedited [x] Regular ( [ ] Omit Posting)

Type of Service: As-Needed Specifications Writing and Hardware Design Services

Funding Source: Inter-Departmental Work Orders PSC Duration: 5 years 4 weeks
PSC Amount: \$400,000 PSC Est. Start Date: 12/01/2013 PSC Est. End Date: 12/31/2018

1. Description of Work

A. Scope of Work:

Provide specialized services in Specifications Writing and Hardware Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert advice and services to ensure that the most up to date products are utilized in our specifications. The City intends to award two (2) contracts for \$200,000 each.

B. Explain why this service is necessary and the consequence of denial:
See attachment.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
BDC Architects normally prepare the specifications and hardware designs of projects designed in-house. When special materials are required, or when staff is not available, outside Consultants are utilized through existing as-needed Architectural Consultant Contracts.

D. Will the contract(s) be renewed? No

2. Union Notification: On none, the Department notified the following employee organizations of this PSC/RFP request: no unions notified

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4041-13/14

DHR Analysis/Recommendation:

11/04/2013

Commission Approval Required

DHR Approved for 11/04/2013

Approved by Civil Service Commission with
Page 2 of 2 Conditions

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Consultants must be experts in their fields and certified by corresponding organizations, as applicable. The firm must have a minimum of 10 years experience preparing specifications on general building projects. Firm must have experience on at least 5 public sector projects. Qualified personnel must have CSI certification (Construction Specifications Institute). California architect's registration required.

B. Which, if any, civil service class(es) normally perform(s) this work?

5120,5211,5212,5260,5261,5265,5266,5268,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

These are as-needed contract services only. They will only be utilized when the following conditions exist:

\* Civil service classifications are applicable and City staff will be utilized where feasible.

\* The Division is working at full capacity and postponement of pending projects would be contrary to the public interest, or

\* Project requires special products and third party Consultant is required to ensure that a high quality project is

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

5. Additional Information (if "yes", attach explanation)

YES    NO

A. Will the contractor directly supervise City and County employee?       

B. Will the contractor train City and County employee?       

C. Are there legal mandates requiring the use of contractual services?       

D. Are there federal or state grant requirements regarding the use of contractual services?       

E. Has a board or commission determined that contracting is the most effective way to provide this service?       

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?       

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD

ON \_\_\_\_\_ BY:

Name: Sung Kim    Phone: 415-554-6417    Email: sung.kim@sfdpw.org

Address: 1155 Market Street, 4th Floor    San Francisco, CA

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: RECREATION AND PARK COMMISSION -- REC

Dept. Code: REC

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Marine Architectural Design & Engineering Services

Funding Source: Settlement Agreement PG&E CCSF

PSC Amount: \$6,500,000

PSC Est. Start Date: 11/01/2021

PSC Est. End Date 11/01/2028

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

Full marina, coastal and general civil engineering design services for the San Francisco Marina remediation and improvement project. This includes all professional services necessary for the design, permitting, community engagement, and construction of marina docks, slips, breakwaters and a structural pier, a gas and kayak dock, public amenities improving access to the marina, and coordination with environmental remediation engineers. The services will include conceptual design through project delivery: conceptual design, schematic design, design development, complete construction documents for permitting, bid / award, construction administration, and closeout.

B. Explain why this service is necessary and the consequence of denial:

March 25, 2021, SF Rec & Park and PG&E executed a final settlement agreement with Pacific Gas & Electric (PG&E) which resulted in the dismissal of the legal action against PG&E arising out of the presence of the chemical compounds at the East Harbor (Gas House Cove) site. The settlement agreement commits SF Rec & Park and PG&E to jointly develop and deliver the San Francisco Marina Remediation and Improvement Project (the Marina Project or Joint Project) to execute environmental clean-up in an overall, holistic manner, and to increase recreational opportunities for the public. SF Rec & Park's role in the settlement agreement is to lead the planning, outreach, design, permitting, and project delivery of the marina recreational improvements for the general public. This service is necessary to execute SF Rec & Park's commitment to the Joint Project and to ensure that PG&E executes the environmental remediation, cleaning up the site for public use.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

These services have been provided in the past through private marina, coastal engineering and design consultants.

D. Will the contract(s) be renewed?

No

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

This contract is to facilitate Settlement Agreement and Full and Final Release, City And County of San Francisco v. Pacific Gas and Electric Company, et al., No. C 01-0316 SBA, US District Court, Northern California, for the SF Marina decontamination effort.

**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

RPD executed a final settlement agreement with Pacific Gas & Electric (PG&E) which resulted in the dismissal of the legal action against PG&E arising out of the presence of the chemical compounds at the East Harbor (Gas House Cove) site. The settlement agreement commits SF Rec & Park and PG&E to jointly develop and deliver the San Francisco Marina Remediation and Improvement Project (the Marina Project or Joint Project) to execute environmental clean-up in an overall, holistic manner, and to increase recreational opportunities for the public. SF Rec & Park's role in the settlement agreement is to lead the planning, outreach, design, permitting, and project delivery of the marina

recreational improvements for the general public. This service is necessary to execute SF Rec & Park's commitment to the Joint Project and to ensure that PG&E executes the environmental remediation, cleaning up the site for public use.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Engineering and design services include Marine and Coastal, Civil, Structural, Geotechnical, Mechanical, Electrical, Plumbing, Irrigation, Architectural or Landscape Architectural, permitting, public engagement, specification writing & cost estimating throughout the permit and bidding, familiarity with CM/GC contract delivery mechanism, Construction Administration and Warranty Phases.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5211, Eng/Arch/Landscape Arch Sr; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

The requirement is for a Marine and Coastal engineering team to lead the design of the marina and adjacent recreational access and amenities, with knowledge to work with remediation engineers and designers (contracted by PG&E). This is not an expertise within the City and County of San Francisco.

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
Recreation and Park requires Marine and Coastal engineering services only on occasion, not consistently. The last project at the SF Marina was completed over 10 years ago.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. There is not enough continual work to warrant a class for coastal engineering within the Recreation and Park Department.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. Coastal engineering is a specialty that requires years of study and experience, not hours of training.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification: On 08/20/2021, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21**

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS

COMPLETE AND ACCURATE:

Name: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: McLaren Lodge, 501 Stanyan Street San Francisco, CA 94117

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46491 - 21/22

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/18/2021

# **Receipt of Union Notification(s)**

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of sean.mcfadden@sfgov.org  
**Sent:** Friday, August 20, 2021 2:43 PM  
**To:** McFadden, Sean (REC); ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; McFadden, Sean (REC); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46491 - 21/22

RECEIPT for Union Notification for PSC 46491 - 21/22 more than \$100k

The RECREATION AND PARK COMMISSION -- REC has submitted a request for a Personal Services Contract (PSC) 46491 - 21/22 for \$6,500,000 for Initial Request services for the period 11/01/2021 – 11/01/2028. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/17216> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended



# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: RECREATION AND PARK COMMISSION -- REC Dept. Code: REC

Type of Request: [X] Initial [ ] Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval: [ ] Expedited [X] Regular ( [ ] Omit Posting)

Type of Service: Environmental consulting services for the SF Marina, East harbor Renovation project

Funding Source: RPD Capital Improvement Project PSC Duration: 4 years
PSC Amount: \$2,000,000 PSC Est. Start Date: 01/01/2014 PSC Est. End Date: 12/31/2017

1. Description of Work

A. Scope of Work:

Consultants will perform a full range of highly specialized environmental services associated with the planning, design and construction of the SF Marina East Harbor Renovation project. Work scope will include the following: 1) preparation of a comprehensive evaluation of sediment character through sampling and laboratory analysis; 2) development of a dredge management and remediation strategy based on the priorities established for the project; 3) facilitation of the regulatory permitting process for dredging, disposal and containment of sediments on behalf of the City; 4) provide technical expertise during the contracting process; 5) perform environmental monitoring and oversight during the construction process; and 6) prepare a variety of technical reports, presentations, management plans, and other materials needed to satisfy the regulatory agencies.

B. Explain why this service is necessary and the consequence of denial:

Securing these specialized services and expertise are necessary because the City does not currently possess it. Recreation & Park Department(RPD) must respond to immediate concerns related to the known presence of hazardous materials on our bayside property. In order to deal with the problem we must prepare specialized reports that assess ecological risk, and environmental hazards posed by contaminants present in the harbor sediments. Denial of these services may compromise the quality of bay water, and negatively impact the bay habitat and its many living creatures.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Similar contractual services were provided through previous Department of Public Works As-Needed Sediment Sampling, Characterization and Disposal Consultation Services Contracts.

D. Will the contract(s) be renewed? No.

2. Union Notification: On 12/10/2013, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45419 - 13/14

DHR Analysis/Recommendation:

03/03/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 03/03/2014

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

The project requires specialized environmental consultants with expertise in complex, dredging programs under the regulatory oversight of the US Army Corps of Engineers, SF Bay Conservation & Development Commission, and the Bay Area Regional Water Quality Control Board. Scope of work requires detailed technical knowledge and experience dealing with remediation of contaminated sediments, requiring strong technical knowledge in containment design and long-range residual management.

B. Which, if any, civil service class(es) normally perform(s) this work?  
5298,5299,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes. They would provide specialized equipment, trained personnel, and monitoring equipment which is not cost effective for the City to purchase and maintain.

**4. Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:

The specialized scope of the necessary environmental services exceeds the City's current capabilities of staff and equipment.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, the work is highly specialized and project specific. Projects of this type and size requiring this particular work are infrequent so the adoption of a new civil service class to perform this work would be impractical.

**5. Additional Information (if "yes", attach explanation)**

**YES NO**

- |  |                          |                                     |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services?                                       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 01/17/2014 BY:

Name: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: 501 Stanyan Street San Francisco, CA

# **Modification**

## **Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # 41706 - 16/17)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Laboratory Analysis Services

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$150,000

PSC Original Approved Duration: 10/01/16 - 09/30/21 (5 years)

PSC Mod#1 Amount: \$100,000

PSC Mod#1 Duration: 10/01/21-12/31/26 (5 years 13 weeks)

PSC Cumulative Amount Proposed: \$250,000

PSC Cumulative Duration Proposed: 10 years 13 weeks

**1. Description of Work**

**A. Scope of Work/Services to be Contracted Out:**

San Francisco International Airport (SFO) will be conducting a competitive solicitation to select a Contractor(s) to perform laboratory analyses at their off-site facilities. Samples will be collected by SFO City and County of San Francisco (CCSF) industrial hygienists as mandated to comply with federal, state and local regulations. Typical analyses to be performed are for asbestos, lead, and particulate samples to identify and quantify the results in reports provided to SFO.

Collecting the samples will not be a part of the work conducted by the Contractor.

**B. Explain why this service is necessary and the consequence of denial:**

This service is necessary because it allows the identification and quantification of certain hazardous materials in building materials to help Airport staff determine the next course of action if hazardous materials are present and to comply with federal, state, and local regulations and protect employees health and safety. Not having this service would mean possibly exposing employees to hazards.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**

Yes, this PSC 41706-16/17

**D. Will the contract(s) be renewed?**

Yes, if there continues to be a need for the services.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:  
Laboratory testing services continue to be necessary to identify and quantify certain hazardous materials in building materials at SFO in order to comply with federal, state and local regulations and protect employee health and safety.

**2. Reason(s) for the Request**

A. Display all that apply

Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The volume of samples is only about 5 to 20 per month. The City does not possess the adequate facilities (clean rooms and laboratory rooms) or equipment to run these tests and also having an independent lab (third party) provides no conflict of interest for testing.

B. Reason for the request for modification:

Adding time and money

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Required skills include current certifications from: American Industrial Hygiene Association (AIHA), and National Institute of Standards and Technology (NIST), and the State of California to conduct various laboratory analyses.

B. Which, if any, civil service class(es) normally perform(s) this work? 2402, Laboratory Technician I; 2403, Forensic Laboratory Technician; 2416, Laboratory Technician II; 2489, Lab Svcs Mgr; 6137, Assistant Industrial Hygienist; 6138, Industrial Hygienist; 6139, Senior Industrial Hygienist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide their laboratory facilities and equipment (e.g. microscopes) to test the samples taken by CCSF hygienist.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

The City does not possess the equipment, adequate facilities (clean rooms, lab rooms) nor the necessary accreditation to provide these laboratory analysis services.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: It would not be practical to adopt a new civil service class to perform this work as the setup of laboratories, clean-rooms, equipment and accreditation is expensive to purchase and the volume of services is not high enough to justify the expense for the facilities, equipment and necessary accreditation.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
The contractor may offer some optional training classes on an occasional basis for industrial hygienists.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
To be determined on the outcome of the upcoming RFP

**7. Union Notification:** On 07/23/21, the Department notified the following employee organizations of this PSC/RFP request:  
Teamsters, Local 856 Health Workers; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097, San Francisco, CA 94128

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41706 - 16/17

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 10/18/2021

Civil Service Commission Action:



# **Receipt of Union Notification(s)**

## Ricardo Valle (AIR)

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com  
**Sent:** Friday, July 23, 2021 8:38 AM  
**To:** Cynthia Avakian (AIR); mleach@ibt856.org; Frigault, Noah (HRC); Meyers, Julie (HSA); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Laxamana, Junko (BOS); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Ricardo Valle (AIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 41706 - 16/17 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$100,000 for services for the period October 1, 2021 – December 31, 2026. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F17081&data=04%7C01%7Cricardo.e.valle%40flysfo.com%7C2f53edcc80464e89f9b808d94df1a08f%7C22d5c2cfce3e443d9a7dfcc0231f73f%7C0%7C0%7C637626522862685758%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Iik1haWwiLCJXVCi6Mn0%3D%7C3000&data=lag7VvsPlxju43lcd0LaqxWIFqnrxtgsshU6UDLgWro%3D&reserved=0>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com junko.laxamana@sfgov.org jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo\_seiu@sbcglobal.net Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org Julie.Meyers@sfgov.org noah.frigault@sfgov.org mleach@ibt856.org

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Laboratory Analysis Services

Funding Source: Airport Operating Funds

PSC Amount: \$150,000

PSC Est. Start Date: 10/01/2016

PSC Est. End Date: 09/30/2021

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

San Francisco International Airport (SFO) will be conducting a competitive solicitation to select a Contractor(s) to perform laboratory analyses at their off-site facilities. Samples will be collected by SFO City and County of San Francisco (CCSF) industrial hygienists as mandated to comply with federal, state and local regulations. Typical analyses to be performed are for asbestos, lead, and particulate samples to identify and quantify the results in reports provided to SFO.

Collecting the samples will not be a part of the work conducted by the Contractor.

B. Explain why this service is necessary and the consequence of denial:

This service is necessary because it allows the identification and quantification of certain hazardous materials in building materials to help Airport staff determine the next course of action if hazardous materials are present and to comply with federal, state, and local regulations and protect employees health and safety. Not having this service would mean possibly exposing employees to hazards.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This services has been provided in the past via blanket purchase orders.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for the services.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

These services will continue to be necessary to identify and quantify certain hazardous materials in building materials at SFO in order to comply with federal, state and local regulations and protect employee health and

safety.

## **2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

The volume of samples is only about 5 to 20 per month. The City does not possess the adequate facilities (clean rooms and laboratory rooms) or equipment to run these tests and also having an independent lab (third party) provides no conflict of interest for testing.

## **3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Required skills include current certifications from: American Industrial Hygiene Association (AIHA), and National Institute of Standards and Technology (NIST), and the State of California to conduct various laboratory analyses.

B. Which, if any, civil service class(es) normally perform(s) this work? 2402, Laboratory Technician I; 2403, Forensic Laboratory Technician; 2416, Laboratory Technician II; 2489, Lab Svcs Mgr; 6137, Assistant Industrial Hygienist; 6138, Industrial Hygienist; 6139, Senior Industrial Hygienist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide their laboratory facilities and equipment (e.g. microscopes) to test the samples taken by CCSF hygienist.

## **4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

None at this time.

## **5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

The City does not possess the equipment, adequate facilities (clean rooms, lab rooms) nor the necessary accreditation to provide these laboratory analysis services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class to perform this work as the setup of laboratories, clean-rooms, equipment and accreditation is expensive to

purchase and the volume of services is not high enough to justify the expense for the facilities, equipment and necessary accreditation.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Yes. The contractor may offer some optional training classes on an occasional basis for industrial hygienists. There are three Industrial Hygienists at the Airport. Training is usually one day or less.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 07/21/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; Teamsters, Local 856 Health Workers

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: PO Box 8097 San Francisco, CA 94128

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41706 - 16/17

DHR Analysis/Recommendation:

action date: 11/07/2016

Commission Approval Required

Approved by Civil Service Commission

11/07/2016 DHR Approved for 11/07/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICES

Dept. Code: DSS

Type of Request:  Initial  Modification of an existing PSC (PSC # 34437 - 20/21)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Racial Equity Training for HSA Staff

Funding Source: GF, State, and Federal

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 04/01/21 - 09/30/21 (26 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 05/17/21-06/30/22 (39 weeks)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 04/01/21-08/31/22 (8 weeks 6 days)

PSC Mod#3 Amount: \$200,000

PSC Mod#3 Duration: 09/14/21-06/30/24 (1 year 43 weeks)

PSC Cumulative Amount Proposed: \$300,000

PSC Cumulative Duration Proposed: 3 years 13 weeks

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

Contract is for a qualified racial equity training consultant for the agency's executive leadership and program directors. The contract consultant will provide racial equity coaching and leadership development support to help HSA's leadership teams have critical conversations about racial equity within the organization and their respective programs, reflect upon and develop strategies for leading with equity, and take action.

B. Explain why this service is necessary and the consequence of denial:

In 2019, Mayor London Breed signed racial equity legislation mandating the development of a city-wide racial equity framework and the creation of the Office of Racial Equity (ORE), a division of the Human Rights Commission. ORE is tasked with enacting a citywide Racial Equity Framework. The vision of the ORE is to 'transform systems to support the collective liberation of Black, Indigenous, and People of Color in San Francisco'. As part of this work, all City Departments are required to develop a Racial Equity plan. This contract will allow HSA's Human Resources department to develop this plan. If these services are denied, HSA's Human Resources department will be unable to develop a Racial Equity plan for staff and will be out of compliance with the City's racial equity mandate.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

No

D. Will the contract(s) be renewed?  
Potentially; based upon report.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

**2. Reason(s) for the Request**

A. Display all that apply

Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

Services are needed immediately per Mayor Breed's Racial Equity legislation. The project is short-term in nature but it is hoped staff will gain the necessary skills and abilities to create a culture of belonging in the continuing advancement of racially equitable policies, programs, and procedures.

B. Reason for the request for modification:  
Adding dollars and time

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: HSA requires a vendor that has years of experience & expertise in providing executive-level consulting and coaching services in the area of diversity, equity and inclusion within the public sector; with demonstrated working familiarity with municipal social service professionals. It is critical that the vendor be from outside the system to allow for a process that is not biased.

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

This project is short term and requires specialized skills not currently available within Civil Service.



B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, this project is anticipated to be short term.

**6. Additional Information**

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
The contract will include Racial Equity Assessments and Capacity Building for 3 cohorts of leaders: 1) 10 Executive & Deputy Directors, 2) 40 Program Directors, and 3) member of HSA's Board and Commission. The Capacity Building component includes customized learning sessions, executive coaching, and technical assistance. The number of hours per component has not been determined yet.

C. Are there legal mandates requiring the use of contractual services?  
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 09/14/21, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: johanna.gendelman Phone: 415-557-5507 Email: johanna.gendelman@sfgov.org

Address: 1650 Mission St., Suite 500, San Francisco, CA

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 34437 - 20/21

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required  
DHR Approved for 10/18/2021

# **Receipt of Union Notification(s)**

**From:** dhr-psccordinator@sfgov.org  
**To:** [Gendelman, Johanna \(HSA\)](mailto:Gendelman_Johanna@HSA); [Laxamana, Junko \(BOS\)](mailto:Laxamana_Junko@BOS); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [pkim@ifpte21.org](mailto:pkim@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator@DHR)  
**Subject:** Receipt of Modification Request to PSC # 34437 - 20/21 - MODIFICATIONS  
**Date:** Tuesday, September 14, 2021 9:28:36 AM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN SERVICES -- DSS has submitted a modification request for a Personal Services Contract (PSC) for \$200,000 for services for the period September 14, 2021 – June 30, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/16463>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)  
[amakayan@ifpte21.org](mailto:amakayan@ifpte21.org) [pkim@ifpte21.org](mailto:pkim@ifpte21.org) [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org)  
[tmathews@ifpte21.org](mailto:tmathews@ifpte21.org) [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com) [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com)  
[junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org)

# **Additional Attachment(s)**

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN SERVICESDept. Code: DSSType of Request:  Initial  Modification of an existing PSC (PSC # 34437 - 20/21)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Racial Equity Training for HSA StaffFunding Source: GF, State, and FederalPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 04/01/21 - 09/30/21 (26 weeks)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 05/17/21-06/30/22 (39 weeks)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 04/01/21-08/31/22 (8 weeks 6 days)PSC Cumulative Amount Proposed: \$100,000PSC Cumulative Duration Proposed: 1 year 21 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contract is for a qualified racial equity training consultant for the agency's executive leadership and program directors. The contract consultant will provide racial equity coaching and leadership development support to help HSA's leadership teams have critical conversations about racial equity within the organization and their respective programs, reflect upon and develop strategies for leading with equity, and take action.

**B. Explain why this service is necessary and the consequence of denial:**

In 2019, Mayor London Breed signed racial equity legislation mandating the development of a city-wide racial equity framework and the creation of the Office of Racial Equity (ORE), a division of the Human Rights Commission. ORE is tasked with enacting a citywide Racial Equity Framework. The vision of the ORE is to 'transform systems to support the collective liberation of Black, Indigenous, and People of Color in San Francisco'. As part of this work, all City Departments are required to develop a Racial Equity plan. This contract will allow HSA's Human Resources department to develop this plan. If these services are denied, HSA's Human Resources department will be unable to develop a Racial Equity plan for staff and will be out of compliance with the City's racial equity mandate.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**

Services have been provided in the past through earlier PSC request. See 34437 - 20/21

**D. Will the contract(s) be renewed?**

Potentially; based upon report.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

**2. Reason(s) for the Request**

- A. Display all that apply

Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

Services are needed immediately per Mayor Breed's Racial Equity legislation. The project is short-term in nature but it is hoped staff will gain the necessary skills and abilities to create a culture of belonging in the continuing advancement of racially equitable policies, programs, and procedures.

- B. Reason for the request for modification:

The PSC is being extended due to having to reissue the solicitation and awarding/negotiating the contract.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: HSA requires a vendor that has years of experience & expertise in providing executive-level consulting and coaching services in the area of diversity, equity and inclusion within the public sector; with demonstrated working familiarity with municipal social service professionals. It is critical that the vendor be from outside the system to allow for a process that is not biased.

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

This project is short term and requires specialized skills not currently available within Civil Service.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, this project is anticipated to be short term.

**6. Additional Information**

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
The contract will include Racial Equity Assessments and Capacity Building for 3 cohorts of leaders: 1) 10 Executive & Deputy Directors, 2) 40 Program Directors, and 3) member of HSA's Board and Commission. The Capacity Building component includes customized learning sessions, executive coaching, and technical assistance. The number of hours per component has not been determined yet.

C. Are there legal mandates requiring the use of contractual services?  
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 07/21/21, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Esperanza Zapien Phone: 557-5657 Email: esperanza.zapien@sfgov.org

Address: 1650 Mission St., Suite 500, San Francisco, CA

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 34437 - 20/21

DHR Analysis/Recommendation:



Commission Approval Not Required  
Approved by DHR on 08/04/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 49137 - 14/15)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Intermittent, supplemental temporary nursing personnel for San Francisco Health Network

Funding Source: General Fund

PSC Original Approved Amount: \$18,000,000

PSC Original Approved Duration: 07/01/15 - 12/31/17 (2 years 26 weeks)

PSC Mod#1 Amount: \$40,000,000

PSC Mod#1 Duration: 05/01/17-12/31/21 (4 years 1 day)

PSC Mod#2 Amount: \$30,000,000

PSC Mod#2 Duration: 08/10/18-12/31/22 (1 year)

PSC Mod#3 Amount: \$31,748,074

PSC Mod#3 Duration: 08/01/20-06/30/24 (1 year 25 weeks)

PSC Mod#4 Amount: \$50,000,000

PSC Mod#4 Duration: 08/01/21-07/30/25 (1 year 4 weeks)

PSC Cumulative Amount Proposed: \$169,748,074

PSC Cumulative Duration Proposed: 10 years 4 weeks

**1. Description of Work**

**A. Scope of Work/Services to be Contracted Out:**

Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. In addition, SFGH is scheduled to transition to a new acute care facility in December of 2015. In order for that transition to be successful, the current staff will require training on the new equipment, technology, patient flow and workflow processes. Supplemental contract nurses and ancillary personnel will be necessary to provide surge capacity in order to backfill SFGH staff while they attend training sessions and scheduled "day-in-the-life" training simulations.

**B. Explain why this service is necessary and the consequence of denial:**

The ability to access supplemental, temporary nursing personnel enables SFGH and LHH to reduce the frequency and duration of ambulance diversions, creating flexibility in responding to crisis, such as multiple victim situations and maintaining inpatient revenue-generating capacity in the face of an ongoing shortage of nursing staff. In 1999, the State passed AB 394 mandating specific nurse-to-patient ratios for acute care hospitals and specialty hospitals in California. This requires SFGH and LHH to maintain adequate nurse staffing. Without these contract services, the SFGH and LHH will not be able to maintain required nurse-to-patient ratios during unexpected staff shortages. (Continued on attachment)

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

yes

D. Will the contract(s) be renewed?

If needed.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

The duration of this PSC is more than five years because there continues to be a nationwide shortage of nurses. In order to maintain mandated nurse staffing ratios the Department must continue to utilize temporary staff. The Department forecasts this trend to continue for the foreseeable future.

## 2. Reason(s) for the Request

A. Display all that apply

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. Contractors will also allow current staff to be trained on the new equipment, technology, patient flow and workflow processes in the new SFGH hospital building by assisting with maintaining nursing staff in the present building during training.

B. Reason for the request for modification:

This modification is to account for the increase need in nurse staffing which was required to response to the COVID-19 emergency response, in addition, the request covers additional operational staffing needs that are currently ongoing, and also accounts for ongoing and future surge needs to allow for a quick response to additional COVID-19 needs. Further, the nationwide response to COVID-19 the market has experience extraordinary demand and competition for limited resources so additional sources of personnel are needed to ensure robust response.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must be able to provide traveling personnel who are California-licensed nurses with a minimum of one year of nursing experience as well as specialty experience where applicable, current CardioPulmonary Resuscitation (CPR) certifications, and current health and safety classes congruent with City and County policy (DPH Health and Safety Policy) and Joint Commission requirements for hospital accreditation and California Title 22 Standards. (Continued on attachment)

B. Which, if any, civil service class(es) normally perform(s) this work? 2302, Nursing Assistant; 2303, Patient Care Assistant; 2310, Surgical Procedures Technician; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2340, Operating Room Nurse; 2430, Medical Evaluations Assistant;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
Civil service classifications already exist. These registry services are necessary for intermittent, temporary, as-needed services to provide back-up coverage during times of high patient census, high acuity, unexpected staff illnesses and/or vacations and/or unanticipated staff shortages. It is standard practice to use surge staffing during transitions requiring training of large numbers of staff. The expected length of the surge registry services would be from August 2015 to December 2015.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, because the City currently has Civil Service classifications used to provide a portion of these services on a regular basis. These registry services are needed to meet intermittent staffing needs during periods of unusually high patient activity or low staffing of civil service employees (Continued on attachment)

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Please see attachment.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Cross Country Staffing; Aya Healthcare, Inc.; TaleMed, LLC

**7. Union Notification: On 07/23/21, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous;**

Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;  
Architect & Engineers, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Arlene Lee Phone: 415-554-2938 Email: arlene.lee@sfdph.org

Address: 101 Grove Street, Room 307, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49137 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/18/2021

# **Receipt of Union Notification(s)**

## Longhitano, Robert (DPH)

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**From:** dhr-psccordinator@sfgov.org on behalf of arlene.lee@sfdph.org  
**Sent:** Friday, July 23, 2021 8:29 AM  
**To:** Lee, Arlene (DPH); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; kcartermartinez@cirseiu.org; ablood@cirseiu.org; sarah.wilson@seiu1021.org; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Frigault, Noah (HRC); Meyers, Julie (HSA); Ricardo.lopez@sfgov.org; Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA); david.canham@seiu1021.org; jtanner940@aol.com; Laxamana, Junko (BOS); amakayan@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; pkim@ifpte21.org; L21PSCReview@ifpte21.org; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 49137 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$50,000,000 for services for the period August 1, 2021 – July 30, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/8552>

Email sent to the following addresses: L21PSCReview@ifpte21.org pkim@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com amakayan@ifpte21.org junko.laxamana@sfgov.org jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo\_seiu@sbcglobal.net Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org Julie.Meyers@sfgov.org noah.frigault@sfgov.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org ablood@cirseiu.org kcartermartinez@cirseiu.org sbabaria@cirseiu.org abush@cirseiu.org emathurin@cirseiu.org jennifer.esteen@seiu1021.org

# **Additional Attachment(s)**



6B. Will the contractor train employees? If so, please explain what that will entail; if not, explain why not.:

no

Describe Training including number of hours. Indicate occupational type of employees. If no training, please explain:

This contract will not provide direct training, but will allow civil service staff to receive extensive treatment in procedures, operations and equipment at the new SFGH building.



California  
Department of  
Health Services

**SANDRA SHEWRY**  
Director

State of California—Health and Human Services Agency  
**Department of Health Services**



**ARNOLD SCHWARZENEGGER**  
Governor

March 17, 2005

DOM 05-02

**TO: ALL DISTRICT MANAGERS/ADMINISTRATORS**

**Subject: Information regarding R-01-04E: Licensed Nurse-to-Patient Ratio Regulations following the March 14, 2005 California Superior Court Order**

On March 14, 2005, the California Superior Court enjoined enforcement of the emergency regulation pertaining to nurse-to-patient ratios, initially adopted by the California Department of Health Services (CDHS) on November 12, 2004 (Rulemaking File R-01-04E). The order voids these emergency regulations, leaving the original ratio regulations in place. (Rulemaking File R-37-01).

The CDHS is appealing the decision and requesting that the Court of Appeal stay the court order. While CHDS believes that the emergency regulations will ultimately be upheld, in the meantime, the original nurse-to-patient ratio regulations (R-37-01) are in effect.

This means that, immediately:

- The minimum licensed nurse-to-patient ratio in medical, surgical, medical/surgical, and mixed units is changed from 1:6 to 1:5.
- Hospital emergency departments (EDs) must comply with the same requirements for nurses' assignments as all other units. They must document the assignment of the specific nurses to specific patients.

As a reminder, the only flexibility for any hospital unit, including the ED, will be in the event of a "healthcare emergency" as defined at 22 CCR 70217(q). Further, the ratios must be maintained "at all times."

We have also sent out All Facilities Letter #05- 04 via blast FAX to all general acute care hospitals explaining these changes.

DOM 05-02  
Page 2  
March 17, 2005

The regulations are available at <http://www.dhs.ca.gov/lnc/ntp/default.htm>. They are referred to as "Regulations Effective January 1, 2004" and are listed at the second bullet. The Emergency Regulations, enjoined by the court, are available at the same website at the first bullet, "Approved Emergency Regulations Effective November 12, 2004".

CDHS understands that these changes, and the speed with which they must be implemented, may be difficult for your offices and your staff. However, the court's order must be obeyed by facilities and enforced by CDHS.

Please reactivate the reporting system that we began to use in January 2004, to track the impact of these changes by centrally collecting data. This includes sending the complaints, along with their resolution documented on a 2567, all requests for program flexibility and rural hospital waivers, along with your recommended response, to headquarters.

Thank you for your professionalism and your flexibility. We will keep you informed of all developments as these regulations are judicially reviewed. If you have any questions or concerns that you would like to discuss about this matter, please contact Gina Henning at (916) 552-9370.

Sincerely,

**Original Signed by  
Brenda G. Klutz**

Brenda G. Klutz  
Deputy Director

BILL NUMBER: AB 394 CHAPTERED  
BILL TEXT

CHAPTER 945  
FILED WITH SECRETARY OF STATE OCTOBER 10, 1999  
APPROVED BY GOVERNOR OCTOBER 10, 1999  
PASSED THE ASSEMBLY SEPTEMBER 9, 1999  
PASSED THE SENATE SEPTEMBER 8, 1999  
AMENDED IN SENATE SEPTEMBER 3, 1999  
AMENDED IN SENATE AUGUST 16, 1999  
AMENDED IN SENATE JULY 6, 1999  
AMENDED IN SENATE JUNE 23, 1999  
AMENDED IN ASSEMBLY JUNE 1, 1999

INTRODUCED BY Assembly Member Kuehl  
(Coauthors: Assembly Members Calderon, Dutra, Gallegos, and Villaraigosa)  
(Coauthors: Senators Burton, Escutia, and Perata)

FEBRUARY 11, 1999

An act to add Section 2725.3 to the Business and Professions Code, and to add Section 1276.4 to the Health and Safety Code, relating to health care.

LEGISLATIVE COUNSEL'S DIGEST

AB 394, Kuehl. Health facilities: nursing staff.

Existing law provides for the licensing, registration, and regulation of nurses, and sets forth the scope of practice.

This bill would prohibit a general acute care hospital, an acute psychiatric hospital, and a special hospital, as defined, from assigning an unlicensed person to perform nursing functions in lieu of a registered nurse, or from allowing unlicensed personnel under the direct clinical supervision of a registered nurse to perform certain functions.

Existing law prohibits operation of a health facility, as defined, without a license issued by the State Department of Health Services and provides for the issuance of licenses and for the regulation of health facilities and sets forth the services to be provided therein.

Willful or repeated violation of these provisions is a crime.

This bill would require the department, with regard to general acute care hospitals, acute psychiatric hospitals, and special hospitals, to adopt regulations that establish certain minimum nurse-to-patient ratios, and would require these health facilities to adopt written policies and procedures for training and orientation of nursing staff. This bill would authorize the department to take into consideration the unique nature of the University of California teaching hospitals as educational institutions when establishing the ratios, in accordance with certain requirements. This bill would also require a county hospital in Los Angeles County to be subject to a phase-in process developed in conjunction with the department.

By changing the definition of an existing crime this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. The Legislature finds and declares all of the following:

(a) Health care services are becoming complex and it is increasingly difficult for patients to access integrated services.

(b) Quality of patient care is jeopardized because of staffing changes implemented in response to managed care.

(c) To ensure the adequate protection of patients in acute care settings, it is essential that qualified registered nurses and other licensed nurses be accessible and available to meet the needs of patients.

(d) The basic principles of staffing in the acute care setting should be based on the patient's care needs, the severity of

condition, services needed, and the complexity surrounding those services.

SEC. 2. Section 2725.3 is added to the Business and Professions Code, to read:

2725.3. (a) A health facility licensed pursuant to subdivision (a), (b), or (f), of Section 1250 of the Health and Safety Code shall not assign unlicensed personnel to perform nursing functions in lieu of a registered nurse and may not allow unlicensed personnel to perform functions under the direct clinical supervision of a registered nurse that require a substantial amount of scientific knowledge and technical skills, including, but not limited to, any of the following:

- (1) Administration of medication.
- (2) Venipuncture or intravenous therapy.
- (3) Parenteral or tube feedings.
- (4) Invasive procedures including inserting nasogastric tubes, inserting catheters, or tracheal suctioning.

(5) Assessment of patient condition.  
 (6) Educating patients and their families concerning the patient's health care problems, including postdischarge care.

- (7) Moderate complexity laboratory tests.

(b) This section shall not preclude any person from performing any act or function that he or she is authorized to perform pursuant to Division 2 (commencing with Section 500) or pursuant to existing statute or regulation as of July 1, 1999.

SEC. 3. Section 1276.4 is added to the Health and Safety Code, to read:

1276.4. (a) By January 1, 2001, the State Department of Health Services shall adopt regulations that establish minimum, specific, and numerical licensed nurse-to-patient ratios by licensed nurse classification and by hospital unit for all health facilities licensed pursuant to subdivision (a), (b), or (f) of Section 1250. The department shall adopt these regulations in accordance with the department's licensing and certification regulations as stated in Sections 70053.2, 70215, and 70217 of Title 22 of the California Code of Regulations, and the professional and vocational regulations in Section 1443.5 of Title 16 of the California Code of Regulations. The department shall review these regulations five years after adoption and shall report to the Legislature regarding any proposed changes. Flexibility shall be considered by the department for rural general acute care hospitals in response to their special needs. As used in this subdivision, "hospital unit" means a critical care unit, burn unit, labor and delivery room, postanesthesia service area, emergency department, operating room, pediatric unit, step-down/intermediate care unit, specialty care unit, telemetry unit, general medical care unit, subacute care unit, and transitional inpatient care unit. The regulation addressing the emergency department shall distinguish between regularly scheduled core staff licensed nurses and additional licensed nurses required to care for critical care patients in the emergency department.

(b) These ratios shall constitute the minimum number of registered and licensed nurses that shall be allocated. Additional staff shall be assigned in accordance with a documented patient classification system for determining nursing care requirements, including the severity of the illness, the need for specialized equipment and technology, the complexity of clinical judgment needed to design, implement, and evaluate the patient care plan and the ability for self-care, and the licensure of the personnel required for care.

(c) "Critical care unit" as used in this section means a unit that is established to safeguard and protect patients whose severity of medical conditions requires continuous monitoring, and complex intervention by licensed nurses.

(d) All health facilities licensed under subdivision (a), (b), or (f) of Section 1250 shall adopt written policies and procedures for training and orientation of nursing staff.

(e) No registered nurse shall be assigned to a nursing unit or clinical area unless that nurse has first received orientation in that clinical area sufficient to provide competent care to patients in that area, and has demonstrated current competence in providing care in that area.

(f) The written policies and procedures for orientation of nursing staff shall require that all temporary personnel shall receive orientation and be subject to competency validation consistent with Sections 70016.1 and 70214 of Title 22 of the California Code of Regulations.

(g) Requests for waivers to this section that do not jeopardize the health, safety, and well-being of patients affected and that are needed for increased operational efficiency may be granted by the state department to rural general acute care hospitals meeting the criteria set forth in Section 70059.1 of Title 22 of the California Code of Regulations.

(h) In case of conflict between this section and any provision or regulation defining the scope of nursing practice, the scope of practice provisions shall control.

(i) The regulations adopted by the department shall augment and not replace existing nurse-to-patient ratios that exist in regulation or law for the intensive care units, the neonatal intensive care units, or the operating room.

(j) The regulations adopted by the department shall not replace existing licensed staff-to-patient ratios for hospitals operated by the State Department of Mental Health.

(k) The regulations adopted by the department for health facilities licensed under subdivision (b) of Section 1250 that are not operated by the State Department of Mental Health shall take into account the special needs of the patients served in the psychiatric units.

(l) The department may take into consideration the unique nature of the University of California teaching hospitals as educational institutions when establishing licensed nurse-to-patient ratios. The department shall coordinate with the Board of Registered Nursing to ensure that staffing ratios are consistent with the Board of Registered Nursing approved nursing education requirements. This includes nursing clinical experience incidental to a work-study program rendered in a University of California clinical facility approved by the Board of Registered Nursing provided there will be sufficient direct care registered nurse preceptors available to ensure safe patient care.

(m) A county hospital in a county of the first class, as defined in Section 28022 of the Government Code, shall be subject to a phase-in process developed in conjunction with the department. This phase-in process shall be completed within one year of the adoption of the regulations that implement this section.

SEC. 4. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district will be incurred because this act creates a new crime or infraction, eliminates a crime or infraction, or changes the penalty for a crime or infraction, within the meaning of Section 17556 of the Government Code, or changes the definition of a crime within the meaning of Section 6 of Article XIII B of the California Constitution.



## Title 22 California Code of Regulations Division 5

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- (b) The responsibility and accountability of the medical service to the medical staff and administration shall be defined.
- (c) The following shall be available to all patients in the hospital:
  - (1) Electrocardiographic testing.
  - (2) Pulmonary function testing.
  - (3) Intermittent positive pressure breathing apparatus.
  - (4) Cardiac monitoring capability.
  - (5) Suction.
- (d) Periodically, an appropriate committee of the medical staff shall evaluate the services provided and make appropriate recommendations to the executive committee of the medical staff and administration.

### **§70205. Medical Service Staff**

A physician shall have overall responsibility for the medical service. This physician shall be certified or eligible for certification in internal medicine by the American Board of Internal Medicine. If such an internist is not available, a physician, with training and experience in internal medicine, shall be responsible for the service.

### **§70207. Medical Service Equipment and Supplies**

There shall be adequate equipment and supplies maintained related to the nature of the needs and the services offered.

### **§70209. Medical Service Space**

There shall be adequate space maintained to meet the needs of the service.

### **§70211. Nursing Service General Requirements**

- (a) The nursing service shall be organized, staffed, equipped, and supplied, including furnishings and resource materials, to meet the needs of patients and the service.
- (b) The nursing service shall be under the direction of an administrator of nursing services who shall be a registered nurse with the following qualifications:
  - (1) Master's degree in nursing or a related field with at least one year of experience in administration; or
  - (2) Baccalaureate degree in nursing or a related field with at least two years of experience in nursing administration; or
  - (3) At least four years of experience in nursing administration or supervision, with evidence of continuing education directly related to the job specifications.
- (c) It shall be designated in writing by the hospital administrator that the administrator of nursing services has authority, responsibility and accountability for the nursing service within the facility.
  - (1) The internal structure and accountability of the nursing service, including identification of nursing service units and committees, shall be defined in writing.
  - (2) The relationship between the nursing service and administration, organized medical staff and other departments shall be defined in writing. Such definition of relationship shall be developed in cooperation with respective departments. Administrative, medical staff, and other hospital committees that address issues

## Title 22 California Code of Regulations Division 5

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affecting nursing care shall include registered nurses, including those who provide direct patient care. Licensed vocational nurses may serve on those committees.

### §70213. Nursing Service Policies and Procedures

- (a) Written policies and procedures for patient care shall be developed, maintained and implemented by the nursing service.
  - (1) Policies and procedures which involve the medical staff shall be reviewed and approved by the medical staff prior to implementation.
  - (2) Policies and procedures of other departments which contain requirements for the nursing service shall be reviewed and approved by the nursing service prior to implementation.
  - (3) The nursing service shall review and revise policies and procedures every three years, or more often if necessary.
  - (4) The hospital administration and the governing body shall review and approve all policies and procedures that relate to the nursing service every three years or more often, if necessary
- (b) Policies and procedures shall be based on current standards of nursing practice and shall be consistent with the nursing process which includes: assessment, nursing diagnosis, planning, intervention, evaluation, and, as circumstances require, patient advocacy.
- (c) Policies and procedures which contain competency standards for staff performance in the delivery of patient care shall be established, implemented, and updated as needed for each nursing unit, including standards for the application of restraints. Standards shall include the elements of competency validation for patient care personnel other than registered nurses as set forth in Section 70016, and the elements of competency validation for registered nurses as set forth in Section 70016.1. At least annually, patient care personnel shall receive a written performance evaluation. The evaluation shall include, but is not limited to, measuring individual performance against established competency standards.
- (d) Policies and procedures that require consistency and continuity in patient care, incorporating the nursing process and the medical treatment plan, shall be developed and implemented in cooperation with the medical staff.
- (e) Policies and procedures shall be developed and implemented which establish mechanisms for rapid deployment of personnel when any labor intensive event occurs which prevents nursing staff from providing attention to all assigned patients, such as multiple admissions or discharges, or an emergency health crisis.

### §70214. Nursing Staff Development

- (a) There shall be a written, organized in-service education program for all patient care personnel, including temporary staff as described in subsection 70217(m). The program shall include, but shall not be limited to, orientation and the process of competency validation as described in subsection 70213(c).
  - (1) All patient care personnel, including temporary staff as indicated in subsection 70217(m), shall receive and complete orientation to the hospital and their assigned patient care unit before receiving patient care assignments.



Orientation to a specific unit may be modified in order to meet temporary staffing emergencies as described in subsection 70213(e)

- (2) All patient care personnel, including temporary staff as described in subsection 70217(m), shall be subject to the process of competency validation for their assigned patient care unit or units. Prior to the completion of validation of the competency standards for a patient care unit, patient care assignments shall be subject to the following restrictions:
    - (A) Assignments shall include only those duties and responsibilities for which competency has been validated.
    - (B) A registered nurse who has demonstrated competency for the patient care unit shall be responsible for nursing care as described in subsections 70215(a) and 70217(h)(3), and shall be assigned as a resource nurse for those registered nurses and licensed vocational nurses who have not completed competency validation for that unit.
    - (C) Registered nurses shall not be assigned total responsibility for patient care, including the duties and responsibilities described in subsections 70215(a) and 70217(h)(3), until all the standards of competency for that unit have been validated.
  - (3) The duties and responsibilities of patient care personnel who may be temporarily re-directed from their assigned units are subject to the restrictions in (A), (B), and (C) of subsection (a)(2) above.
  - (4) Orientation and competency validation shall be documented in the employee's file and shall be retained for the duration of the individual's employment.
  - (5) A rural General Acute Care Hospital, as defined in Health and Safety Code Section 1250 (a), may apply for program flexibility pursuant to Section 70129 of this Chapter, to meet the requirements of subsections 70214(a)(1) through (4) above, by alternate means.
- (b) The staff education and training program shall be based on current standards of nursing practice, established standards of staff performance as specified in subsection 70213 (c) above, individual staff needs and needs identified in the quality assurance process.
  - (c) The administrator of nursing services shall be responsible for seeing that all nursing staff receive mandated education as specified in subsection (a) of this Section.
  - (d) All staff development programs shall be documented by:
    - (1) A record of the title, length of course in hours, and objectives of the education program presented.
    - (2) Name, title, and qualifications of the instructor or the title and type of other educational media.
    - (3) A description of the content.
    - (4) A date, a record of the instructor, process, or media and a list of attendees.
    - (5) Written evaluation of course content by attendees.

### §70215. Planning and Implementing Patient Care

- (a) A registered nurse shall directly provide:
  - (1) Ongoing patient assessments as defined in the Business and Professions Code, Section 2725(d). Such assessments shall be performed, and the findings

documented in the patient's medical record, for each shift, and upon receipt of the patient when he/she is transferred to another patient care area.

- (2) The planning, supervision, implementation, and evaluation of the nursing care provided to each patient. The implementation of nursing care may be delegated by the registered nurse responsible for the patient to other licensed nursing staff, or may be assigned to unlicensed staff, subject to any limitations of their licensure, certification, level of validated competency, and/or regulation.
  - (3) The assessment, planning, implementation, and evaluation of patient education, including ongoing discharge teaching of each patient. Any assignment of specific patient education tasks to patient care personnel shall be made by the registered nurse responsible for the patient.
- (b) The planning and delivery of patient care shall reflect all elements of the nursing process: assessment, nursing diagnosis, planning, intervention, evaluation and, as circumstances require, patient advocacy, and shall be initiated by a registered nurse at the time of admission.
  - (c) The nursing plan for the patient's care shall be discussed with and developed as a result of coordination with the patient, the patient's family, or other representatives, when appropriate, and staff of other disciplines involved in the care of the patient.
  - (d) Information related to the patient's initial assessment and reassessments, nursing diagnosis, plan, intervention, evaluation, and patient advocacy shall be permanently recorded in the patient's medical record.

### §70217. Nursing Service Staff

- (a) Hospitals shall provide staffing by licensed nurses, within the scope of their licensure in accordance with the following nurse-to-patient ratios. Licensed nurse means a registered nurse, licensed vocational nurse and, in psychiatric units only, a licensed psychiatric technician. Staffing for care not requiring a licensed nurse is not included within these ratios and shall be determined pursuant to the patient classification system.

No hospital shall assign a licensed nurse to a nursing unit or clinical area unless that hospital determines that the licensed nurse has demonstrated current competence in providing care in that area, and has also received orientation to that hospital's clinical area sufficient to provide competent care to patients in that area. The policies and procedures of the hospital shall contain the hospital's criteria for making this determination.

Licensed nurse-to-patient ratios represent the maximum number of patients that shall be assigned to one licensed nurse at any one time. "Assigned" means the licensed nurse has responsibility for the provision of care to a particular patient within his/her scope of practice. There shall be no averaging of the number of patients and the total number of licensed nurses on the unit during any one shift nor over any period of time. Only licensed nurses providing direct patient care shall be included in the ratios.

Nurse Administrators, Nurse Supervisors, Nurse Managers, and Charge Nurses, and other licensed nurses shall be included in the calculation of the licensed nurse-to-patient ratio only when those licensed nurses are engaged in providing direct

patient care. When a Nurse Administrator, Nurse Supervisor, Nurse Manager, Charge Nurse or other licensed nurse is engaged in activities other than direct patient care, that nurse shall not be included in the ratio. Nurse Administrators, Nurse Supervisors, Nurse Managers, and Charge Nurses who have demonstrated current competence to the hospital in providing care on a particular unit may relieve licensed nurses during breaks, meals, and other routine, expected absences from the unit. Licensed nurses shall be included in the calculation of the nurse-to-patient ratio only when the licensed nurse has a patient care assignment, is present on the unit, and is not on a meal break or other statutorily mandated work break.

Licensed vocational nurses may constitute up to 50 percent of the licensed nurses assigned to patient care on any unit, except where registered nurses are required pursuant to the patient classification system or this section. Only registered nurses shall be assigned to Intensive Care Newborn Nursery Service Units, which specifically require one registered nurse to two or fewer infants. In the Emergency Department, only registered nurses shall be assigned to triage patients and only registered nurses shall be assigned to critical trauma patients.

Nothing in this section shall prohibit a licensed nurse from assisting with specific tasks within the scope of his or her practice for a patient assigned to another nurse. "Assist" means that licensed nurses may provide patient care beyond their patient assignments if the tasks performed are specific and time-limited.

- (1) The licensed nurse-to-patient ratio in a critical care unit shall be 1:2 or fewer at all times. "Critical care unit" means a nursing unit of a general acute care hospital which provides one of the following services: an intensive care service, a burn center, a coronary care service, an acute respiratory service, or an intensive care newborn nursery service. In the intensive care newborn nursery service, the ratio shall be 1 registered nurse: 2 or fewer patients at all times.
- (2) The surgical service operating room shall have at least one registered nurse assigned to the duties of the circulating nurse and a minimum of one additional person serving as scrub assistant for each patient-occupied operating room. The scrub assistant may be a licensed nurse, an operating room technician, or other person who has demonstrated current competence to the hospital as a scrub assistant, but shall not be a physician or other licensed health professional who is assisting in the performance of surgery.
- (3) The licensed nurse-to-patient ratio in a labor and delivery suite of the perinatal service shall be 1:2 or fewer active labor patients at all times. When a licensed nurse is caring for antepartum patients who are not in active labor, the licensed nurse-to-patient ratio shall be 1:4 or fewer at all times.
- (4) The licensed nurse-to-patient ratio in a postpartum area of the perinatal service shall be 1:4 mother-baby couplets or fewer at all times. In the event of multiple births, the total number of mothers plus infants assigned to a single licensed nurse shall never exceed eight. For postpartum areas in which the licensed nurse's assignment consists of mothers only, the licensed nurse-to-patient ratio shall be 1:6 or fewer at all times.
- (5) The licensed nurse-to-patient ratio in a combined Labor/Delivery/Postpartum area of the perinatal service shall be 1:3 or fewer at all times the licensed nurse

## Title 22 California Code of Regulations Division 5

---

is caring for a patient combination of one woman in active labor and a postpartum mother and infant. The licensed nurse-to-patient ratio for nurses caring for women in active labor only, antepartum patients who are not in active labor only, postpartum women only, or mother-baby couplets only, shall be the same ratios as stated in subsections (3) and (4) above for those categories of patients.

- (6) The licensed nurse-to-patient ratio in a pediatric service unit shall be 1:4 or fewer at all times.
- (7) The licensed nurse-to-patient ratio in a postanesthesia recovery unit of the anesthesia service shall be 1:2 or fewer at all times, regardless of the type of anesthesia the patient received.
- (8) In a hospital providing basic emergency medical services or comprehensive emergency medical services, the licensed nurse-to-patient ratio in an emergency department shall be 1:4 or fewer at all times that patients are receiving treatment. There shall be no fewer than two licensed nurses physically present in the emergency department when a patient is present.

At least one of the licensed nurses shall be a registered nurse assigned to triage patients. The registered nurse assigned to triage patients shall be immediately available at all times to triage patients when they arrive in the emergency department. When there are no patients needing triage, the registered nurse may assist by performing other nursing tasks. The registered nurse assigned to triage patients shall not be counted in the licensed nurse-to-patient ratio.

Hospitals designated by the Local Emergency Medical Services (LEMS) Agency as a "base hospital", as defined in section 1797.58 of the Health and Safety Code, shall have either a licensed physician or a registered nurse on duty to respond to the base radio 24 hours each day. When the duty of base radio responder is assigned to a registered nurse, that registered nurse may assist by performing other nursing tasks when not responding to radio calls, but shall be immediately available to respond to requests for medical direction on the base radio. The registered nurse assigned as base radio responder shall not be counted in the licensed nurse-to-patient ratios.

When licensed nursing staff are attending critical care patients in the emergency department, the licensed nurse-to-patient ratio shall be 1:2 or fewer critical care patients at all times. A patient in the emergency department shall be considered a critical care patient when the patient meets the criteria for admission to a critical care service area within the hospital. Only registered nurses shall be assigned to critical trauma patients in the emergency department, and a minimum registered nurse-to-critical trauma patient ratio of 1:1 shall be maintained at all times. A critical trauma patient is a patient who has injuries to an anatomic area that: (1) require life saving interventions, or (2) in conjunction with unstable vital signs, pose an immediate threat to life or limb.

- (9) The licensed nurse-to-patient ratio in a step-down unit shall be 1:4 or fewer at all times. Commencing January 1, 2008, the licensed nurse-to-patient ratio in a step-down unit shall be 1:3 or fewer at all times. A "step down unit" is defined as a unit which is organized, operated, and maintained to provide for the



monitoring and care of patients with moderate or potentially severe physiologic instability requiring technical support but not necessarily artificial life support. Step-down patients are those patients who require less care than intensive care, but more than that which is available from medical/surgical care. "Artificial life support" is defined as a system that uses medical technology to aid, support, or replace a vital function of the body that has been seriously damaged. "Technical support" is defined as specialized equipment and/or personnel providing for invasive monitoring, telemetry, or mechanical ventilation, for the immediate amelioration or remediation of severe pathology.

- (10) The licensed nurse-to-patient ratio in a telemetry unit shall be 1:5 or fewer at all times. Commencing January 1, 2008, the licensed nurse-to-patient ratio in a telemetry unit shall be 1:4 or fewer at all times. "Telemetry unit" is defined as a unit organized, operated, and maintained to provide care for and continuous cardiac monitoring of patients in a stable condition, having or suspected of having a cardiac condition or a disease requiring the electronic monitoring, recording, retrieval, and display of cardiac electrical signals. "Telemetry unit" as defined in these regulations does not include fetal monitoring nor fetal surveillance.
- (11) The licensed nurse-to-patient ratio in medical/surgical care units shall be 1:6 or fewer at all times. Commencing January 1, 2008, the licensed nurse-to-patient ratio in medical/surgical care units shall be 1:5 or fewer at all times. A medical/surgical unit is a unit with beds classified as medical/surgical in which patients, who require less care than that which is available in intensive care units, step-down units, or specialty care units receive 24 hour inpatient general medical services, post-surgical services, or both general medical and post-surgical services. These units may include mixed patient populations of diverse diagnoses and diverse age groups who require care appropriate to a medical/surgical unit.
- (12) The licensed nurse-to-patient ratio in a specialty care unit shall be 1:5 or fewer at all times. Commencing January 1, 2008, the licensed nurse-to-patient ratio in a specialty care unit shall be 1:4 or fewer at all times. A specialty care unit is defined as a unit which is organized, operated, and maintained to provide care for a specific medical condition or a specific patient population. Services provided in these units are more specialized to meet the needs of patients with the specific condition or disease process than that which is required on medical/surgical units, and is not otherwise covered by subdivision (a).
- (13) The licensed nurse-to-patient ratio in a psychiatric unit shall be 1:6 or fewer at all times. For purposes of psychiatric units only, "licensed nurses" also includes licensed psychiatric technicians in addition to licensed vocational nurses and registered nurses. Licensed vocational nurses, licensed psychiatric technicians, or a combination of both, shall not exceed 50 percent of the licensed nurses on the unit.
- (14) Identifying a unit by a name or term other than those used in this subsection does not affect the requirement to staff at the ratios identified for the level or type of care described in this subsection.

## Title 22 California Code of Regulations Division 5

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- (b) In addition to the requirements of subsection (a), the hospital shall implement a patient classification system as defined in Section 70053.2 above for determining nursing care needs of individual patients that reflects the assessment, made by a registered nurse as specified at subsection 70215(a)(1), of patient requirements and provides for shift-by-shift staffing based on those requirements. The ratios specified in subsection (a) shall constitute the minimum number of registered nurses, licensed vocational nurses, and in the case of psychiatric units, licensed psychiatric technicians, who shall be assigned to direct patient care. Additional staff in excess of these prescribed ratios, including non-licensed staff, shall be assigned in accordance with the hospital's documented patient classification system for determining nursing care requirements, considering factors that include the severity of the illness, the need for specialized equipment and technology, the complexity of clinical judgment needed to design, implement, and evaluate the patient care plan, the ability for self-care, and the licensure of the personnel required for care. The system developed by the hospital shall include, but not be limited to, the following elements:
- (1) Individual patient care requirements.
  - (2) The patient care delivery system.
  - (3) Generally accepted standards of nursing practice, as well as elements reflective of the unique nature of the hospital's patient population.
- (c) A written staffing plan shall be developed by the administrator of nursing service or a designee, based on patient care needs determined by the patient classification system. The staffing plan shall be developed and implemented for each patient care unit and shall specify patient care requirements and the staffing levels for registered nurses and other licensed and unlicensed personnel. In no case shall the staffing level for licensed nurses fall below the requirements of subsection (a). The plan shall include the following:
- (1) Staffing requirements as determined by the patient classification system for each unit, documented on a day-to-day, shift-by-shift basis.
  - (2) The actual staff and staff mix provided, documented on a day-to-day, shift-by-shift basis.
  - (3) The variance between required and actual staffing patterns, documented on a day-to-day, shift-by-shift basis.
- (d) In addition to the documentation required in subsections (c)(1) through (3) above, the hospital shall keep a record of the actual registered nurse, licensed vocational nurse and licensed psychiatric technician assignments to individual patients by licensure category, documented on a day-to-day, shift-by-shift basis for all units except the emergency department. The hospital shall retain:
- (1) The staffing plan required in subsections (c)(1) through (3) for the time period between licensing surveys, which includes the Consolidated Accreditation and Licensing Survey process, and
  - (2) The record of the actual registered nurse, licensed vocational nurse and licensed psychiatric technician assignments by licensure category for a minimum of one year.
- (e) For emergency departments only, in addition to the documentation required in subsections (c)(1) through (3) above, hospitals shall document the licensed nurses

## Title 22 California Code of Regulations Division 5

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on duty, and patient identifiers with the time of the patient's arrival and departure, on a day-to-day, shift-by-shift basis; however, actual specific licensed nurse assignments correlated to patient identifiers are not required to be documented.

- (f) The reliability of the patient classification system for validating staffing requirements shall be reviewed at least annually by a committee appointed by the nursing administrator to determine whether or not the system accurately measures patient care needs.
- (g) At least half of the members of the review committee shall be registered nurses who provide direct patient care.
- (h) If the review reveals that adjustments are necessary in the patient classification system in order to assure accuracy in measuring patient care needs, such adjustments must be implemented within thirty (30) days of that determination.
- (i) Hospitals shall develop and document a process by which all interested staff may provide input about the patient classification system, the system's required revisions, and the overall staffing plan.
- (j) The administrator of nursing services shall not be designated to serve as a charge nurse or to have direct patient care responsibility, except as described in subsection (a) above.
- (k) Registered nursing personnel shall:
  - (1) Assist the administrator of nursing service so that supervision of nursing care occurs on a 24-hour basis.
  - (2) Provide direct patient care.
  - (3) Provide clinical supervision and coordination of the care given by licensed vocational nurses and unlicensed nursing personnel.
- (l) Each patient care unit shall have a registered nurse assigned, present and responsible for the patient care in the unit on each shift.
- (m) A rural General Acute Care Hospital as defined in Health and Safety Code Section 1250(a), may apply for and be granted program flexibility for the requirements of subsection 70217(i) and for the personnel requirements of subsection (j)(1) above.
- (n) Unlicensed personnel may be utilized as needed to assist with simple nursing procedures, subject to the requirements of competency validation. Hospital policies and procedures shall describe the responsibilities of unlicensed personnel and limit their duties to tasks that do not require licensure as a registered or vocational nurse.
- (o) Nursing personnel from temporary nursing agencies shall not be responsible for a patient care unit without having demonstrated clinical and supervisory competence as defined by the hospital's standards of staff performance pursuant to the requirements of subsection 70213(c) above.
- (p) Hospitals which utilize temporary nursing agencies shall have and adhere to a written procedure to orient and evaluate personnel from these sources. Such procedures shall require that personnel from temporary nursing agencies be evaluated as often, or more often, than staff employed directly by the hospital.
- (q) All registered and licensed vocational nurses utilized in the hospital shall have current licenses. A method to document current licensure shall be established.
- (r) The hospital shall plan for routine fluctuations in patient census. If a healthcare emergency causes a change in the number of patients on any unit, the hospital must demonstrate that prompt efforts were made to maintain required staffing levels. A

## Title 22 California Code of Regulations Division 5

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healthcare emergency is defined for this purpose as an unpredictable or unavoidable occurrence at unscheduled or unpredictable intervals relating to healthcare delivery requiring immediate medical interventions and care.

- (s) For emergency departments only, if an unforeseeable increase in the number or acuity of patients in the emergency department occurs such that the patient activity in number or acuity exceeds the historically established trends for the emergency department and the emergency department reaches saturation, the hospital must demonstrate that prompt efforts were made to maintain required staffing levels. "Saturation" is defined for this purpose as an unforeseeable influx of patients who require immediate medical interventions and care and who, in their numbers or intensity of need for care, could not reasonably have been predicted by the hospital.

### §70219. Nursing Service Space

- (a) Space and components for nurses' stations and utility rooms shall comply with the requirements set forth in California Code of Regulations, Title 24, Part 2, Section 420A.14, California Building Code, 1995.
- (b) Office space shall be provided for the administrator of nursing services and for the other needs of the service.

### §70221. Surgical Service Definition

Surgical service means the performance of surgical procedures with the appropriate staff, space, equipment and supplies.

### §70223. Surgical Service General Requirements

- (a) Hospitals shall maintain at least the number of operating rooms in ratio to licensed bed capacity as follows:

<i>Licensed Bed Capacity</i>	<i>Number of Operating Rooms</i>
Less than 25 .....	One
25 to 99 .....	Two
100 or more .....	Three

For each additional 100 beds or major fractions thereof, at least one additional operating room shall be maintained, unless approved to the contrary by the Department.

- (1) Required operating rooms are in addition to special operating rooms, cystoscopy rooms and fracture rooms which are provided by the hospital.
  - (2) Beds in a distinct part skilled nursing service, intermediate care service or psychiatric unit shall be excluded from calculating the number of operating rooms required.
- (b) A committee of the medical staff shall be assigned responsibility for:



## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request:  Initial  Modification of an existing PSC (PSC # 49137 - 14/15)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Intermittent, supplemental temporary nursing personnel for San Francisco Health NetworkFunding Source: General FundPSC Original Approved Amount: \$18,000,000PSC Original Approved Duration: 07/01/15 - 12/31/17 (2 years 26 weeks)PSC Mod#1 Amount: \$40,000,000PSC Mod#1 Duration: 05/01/17-12/31/21 (4 years 1 day)PSC Mod#2 Amount: \$30,000,000PSC Mod#2 Duration: 08/10/18-12/31/22 (1 year)PSC Mod#3 Amount: \$31,748,074PSC Mod#3 Duration: 08/01/20-06/30/24 (1 year 25 weeks)PSC Cumulative Amount Proposed: \$119,748,074PSC Cumulative Duration Proposed: 9 years 2 days**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. In addition, SFGH is scheduled to transition to a new acute care facility in December of 2015. In order for that transition to be successful, the current staff will require training on the new equipment, technology, patient flow and workflow processes. Supplemental contract nurses and ancillary personnel will be necessary to provide surge capacity in order to backfill SFGH staff while they attend training sessions and scheduled "day-in-the-life" training simulations.

**B. Explain why this service is necessary and the consequence of denial:**

The ability to access supplemental, temporary nursing personnel enables SFGH and LHH to reduce the frequency and duration of ambulance diversions, creating flexibility in responding to crisis, such as multiple victim situations and maintaining inpatient revenue-generating capacity in the face of an ongoing shortage of nursing staff. In 1999, the State passed AB 394 mandating specific nurse-to-patient ratios for acute care hospitals and specialty hospitals in California. This requires SFGH and LHH to maintain adequate nurse staffing. Without these contract services, the SFGH and LHH will not be able to maintain required nurse-to-patient ratios during unexpected staff shortages. (Continued on attachment)

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**

Yes

**D. Will the contract(s) be renewed?**

If needed.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:  
The duration of this PSC is more than five years because there continues to be a nationwide shortage of nurses. In order to maintain mandated nurse staffing ratios the Department must continue to utilize temporary staff. The Department forecasts this trend to continue for the foreseeable future.

**2. Reason(s) for the Request**

- A. Display all that apply

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. Contractors will also allow current staff to be trained on the new equipment, technology, patient flow and workflow processes in the new SFGH hospital building by assisting with maintaining nursing staff in the present building during training.

- B. Reason for the request for modification:

increase contract amount to meet increased need for staffing

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Contractors must be able to provide traveling personnel who are California-licensed nurses with a minimum of one year of nursing experience as well as specialty experience where applicable, current CardioPulmonary Resuscitation (CPR) certifications, and current health and safety classes congruent with City and County policy (DPH Health and Safety Policy) and Joint Commission requirements for hospital accreditation and California Title 22 Standards. (Continued on attachment)
- B. Which, if any, civil service class(es) normally perform(s) this work? 2302, Nursing Assistant; 2303, Patient Care Assistant; 2310, Surgical Procedures Technician; 2312, Licensed Vocational Nurse; 2320, Registered Nurse; 2340, Operating Room Nurse; 2430, Medical Evaluations Assistant;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
Civil service classifications already exist. These registry services are necessary for intermittent, temporary, as-needed services to provide back-up coverage during times of high patient census, high acuity, unexpected staff illnesses and/or vacations and/or unanticipated staff shortages. It is

standard practice to use surge staffing during transitions requiring training of large numbers of staff. The expected length of the surge registry services would be from August 2015 to December 2015.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, because the City currently has Civil Service classifications used to provide a portion of these services on a regular basis. These registry services are needed to meet intermittent staffing needs during periods of unusually high patient activity or low staffing of civil service employees (Continued on attachment)

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Please see attachment.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Cross Country Staffing; Aya Healthcare, Inc.; TaleMed, LLC

**7. Union Notification:** On 05/08/20, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street, Room 307, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49137 - 14/15

DHR Analysis/Recommendation:  
Commission Approval Required  
08/03/2020 DHR Approved for 08/03/2020

08/03/2020  
Approved by Civil Service Commission